HRAPAY

Agency Payroll

Chapter 12- Reports

Demonstration

Wage Type Reporter
(PC00_M99_CWTR)

AASIS Support Center, Diane Hill   12-2
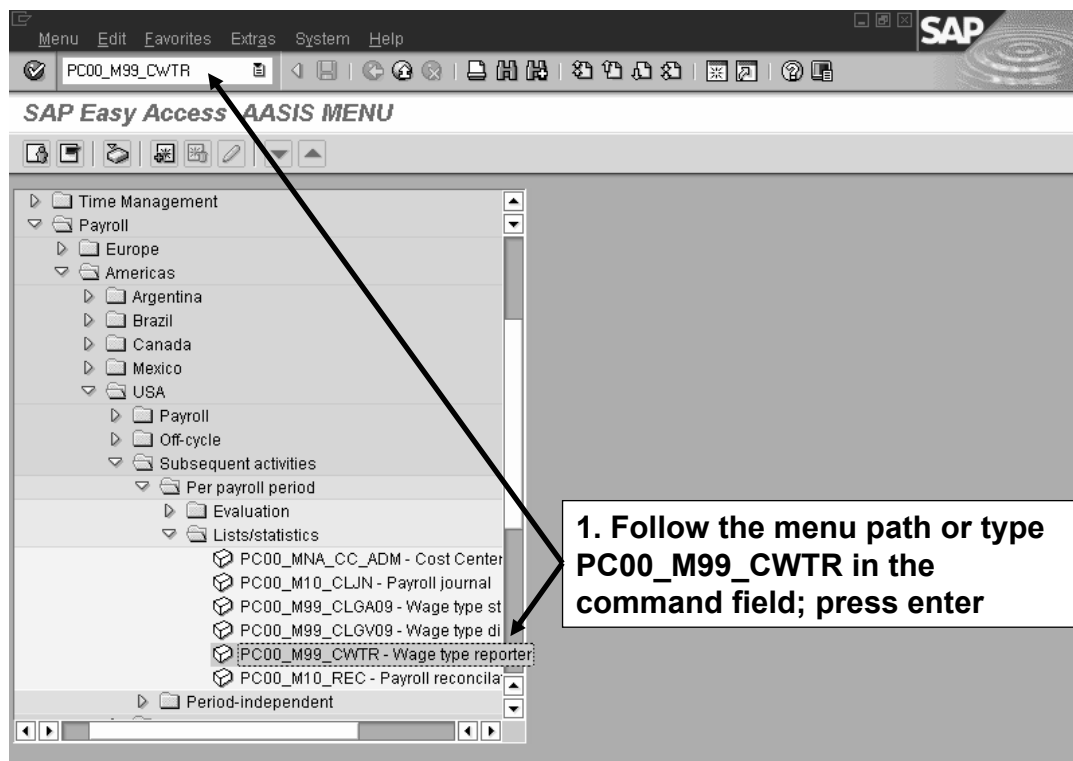   09/16/04 Revised to V3

The Wage Type Reporter evaluates wage types from the payroll results for a selected period. This is data from tables RT (Results Table) and WPBP (Work Place Basic Pay). Data will be captured from payroll periods that have run successfully. The Agency Payroll Systems Management role can access this report.

Note: This report does not show financial posting detail. In order to reconcile with posting detail, you will need to have your appropriate agency personnel run an FI report for you.
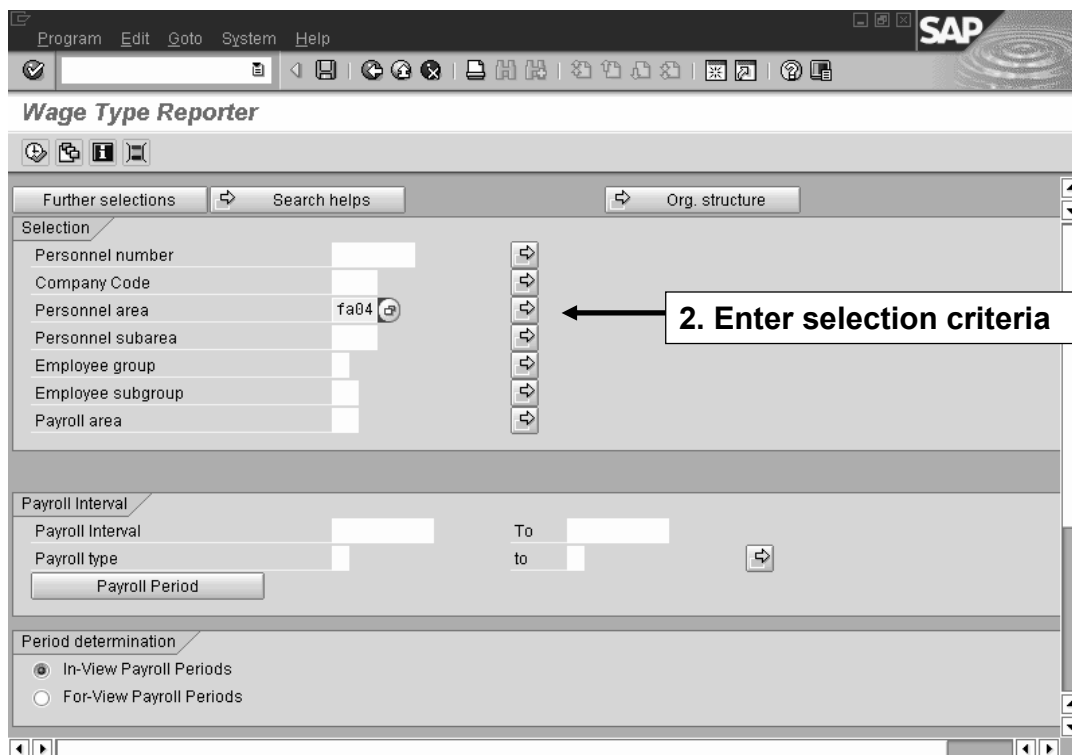
Wage Type Reporter (PC00_M99_CWTR)

> **1. Follow the menu path or type PC00_M99_CWTR in the command field; press enter**

The menu path is Human Resources > Payroll > Americas > USA >Subsequent activities > Per payroll period >List/statistics > Wage type reporter.

Wage Type Reporter (PC00_M99_CWTR)

You may choose to run this report by personnel numbers, personnel area, etc. If you wish to run the report by options other than those listed, you may select the Further selections button.

Wage Type Reporter (PC00_M99_CWTR)

Program Edit Goto System Help

Wage Type Reporter

Further selections	⇨ Search helps	⇨ Org. structure

Selection

Personnel number	
Company Code	
Personnel area	fa04
Personnel subarea	
Employee group	
Employee subgroup	
Payroll area	

3. Type data range

Payroll Interval

Payroll Interval	01/01/04	To	03/31/04
Payroll type		to	
Payroll Period			

Period determination

- ⦿ In-View Payroll Periods
- ○ For-View Payroll Periods

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Choose the date range using payroll period(s) for
desired results.

Wage Type Reporter (PC00_M99_CWTR)

SAP

Program	Edit	Goto	System	Help

Wage Type Reporter

Further selections	⇨	Search helps		⇨	Org. structure

Selection

Personnel number		⇨
Company Code		⇨
Personnel area	fa04	⇨
Personnel subarea		⇨
Employee group		⇨
Employee subgroup		⇨
Payroll area		⇨

Payroll Interval

Payroll Interval	01/01/04	To	03/31/04
Payroll type	⬅		
Payroll Period			

4. Enter Payroll type (Optional)

Period determination

◉ In-View Payroll Periods
○ For-View Payroll Periods

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You may choose to enter a Payroll Type to run. For a regular payroll run leave blank. For off-cycle payroll run, enter A for Bonus payment, B for Correction run or C for Manual Check.

Wage Type Reporter (PC00_M99_CWTR)

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Program   Edit   Goto   System   Help                                    SAP

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Wage Type Reporter

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  Employee subgroup                    ⇨
  Payroll area                         ⇨


Payroll Interval
  Payroll Interval                        To
  Payroll type                                    to              ⇨
        Payroll Period       ◄──    5. Click the Payroll Period
                                    icon (Optional)
Period determination
  ◉ In-View Payroll Periods
  ◯ For-View Payroll Periods

Other selections
  Wage type                                      to          ⇨
  ☐ Archived Payroll Results
  ☐ Display recs with null values
        Object selection

Output
```

By using the Payroll period button, you can enter a specific payroll period to view. You must enter the payroll period number and year. You can also choose an Off-cycle Payroll by filling in the required criteria.

Wage Type Reporter (PC00_M99_CWTR)

If you choose to run the report by a regular Payroll run, you must enter the Payroll Area, Payroll period and year. You can also compare one payperiod to another payperiod by selecting the comparison payroll checkbox and filling in the Payroll Area, Payroll period and year as well.
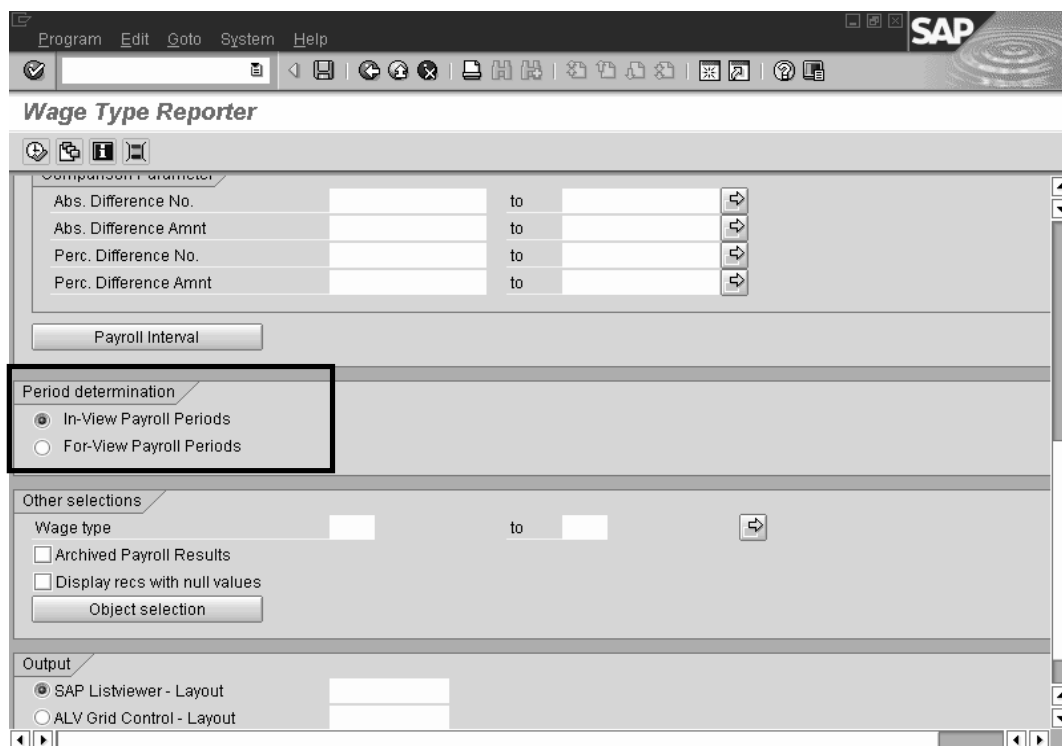
Wage Type Reporter (PC00_M99_CWTR)

DEMONSTRATION PURPOSES ONLY

	Program Edit Goto System Help			SAP

Wage Type Reporter

Emp
Payroll area

Payroll Period

	Payroll	☐ Comparison Payroll
○ Regular Payroll Run		
Payroll Area		
Period Selection	Other Period	Other Period

● Off-Cycle Payroll Run
Special Run   B   09/04/04

Comparison Parameter

Abs. Difference No.		to	
Abs. Difference Amnt		to	
Perc. Difference No.		to	
Perc. Difference Amnt		to	

Payroll Interval

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If you desire to run the report to capture an off-cycle payroll, you must select the Off-Cycle Payroll Run. In the Special Run field, you must type the payroll type and the payment date of the off-cycle payroll.

Wage Type Reporter (PC00_M99_CWTR)

This section will be relevant to the dates that you have selected in the Payroll interval fields.

For example: If you have selected a payroll interval of 01/01/04 – 03/31/04, the system will display all payroll results created IN this period, according to the payroll type you specified. A payroll run IN February 2004 FOR December 2003 would be included in the example, however, a payroll run IN May 2004 FOR February 2004 would not.

Wage Type Reporter (PC00_M99_CWTR)

Wage Type Reporter

Payroll Interval

| Payroll Interval | 01/01/04 | To | 03/31/04 |
| Payroll type | | to | |

Payroll Period

Period determination

- ● In-View Payroll Periods
- ○ For-View Payroll Periods

Other selections

| Wage type | /101 | to | /102 |

☐ Archived Payroll Results
☐ Display recs with null values

6. Enter a wage type

Object selection

Output

- ● SAP Listviewer - Layout
- ○ ALV Grid Control - Layout
- ○ Excel - Template PC File

You must specify a wage type in order to run this report. **Note: Technical Wage type /101 will show gross wages. Technical Wage type /102 will show APERS reportable earnings.**

If you desire to run more than one wage type, you can select the multiple selection icon and list the different wage types.

Wage Type Reporter (PC00_M99_CWTR)

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  Wage Type Reporter

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┌─ Payroll Interval ──────────────────────────────────────────────────┐
│  Payroll Interval              01/01/04        To     03/31/04       │
│  Payroll type                                  to              ⇨     │
│       Payroll Period                                                 │
└─────────────────────────────────────────────────────────────────────┘
┌─ Period determination ──────────────────────────────────────────────┐
│  ⦿  In-View Payroll Periods                                          │
│  ○  For-View Payroll Periods                                         │
└─────────────────────────────────────────────────────────────────────┘
┌─ Other selections ──────────────────────────────────────────────────┐
│  Wage type                     /101            to     /102 ⊡    ⇨    │
│  ☐ Archived Payroll Results                                          │
│  ☐ Display recs with null values        ┌──────────────────┐        │
│       Object selection      ◀────────────│  7. Click        │        │
│                                          └──────────────────┘        │
└─────────────────────────────────────────────────────────────────────┘
┌─ Output ────────────────────────────────────────────────────────────┐
│  ⦿ SAP Listviewer - Layout                                           │
│  ○ ALV Grid Control - Layout                                         │
│  ○ Excel - Template PC File                                          │
└─────────────────────────────────────────────────────────────────────┘
 ◀ ▶                                                           ◀ ▶
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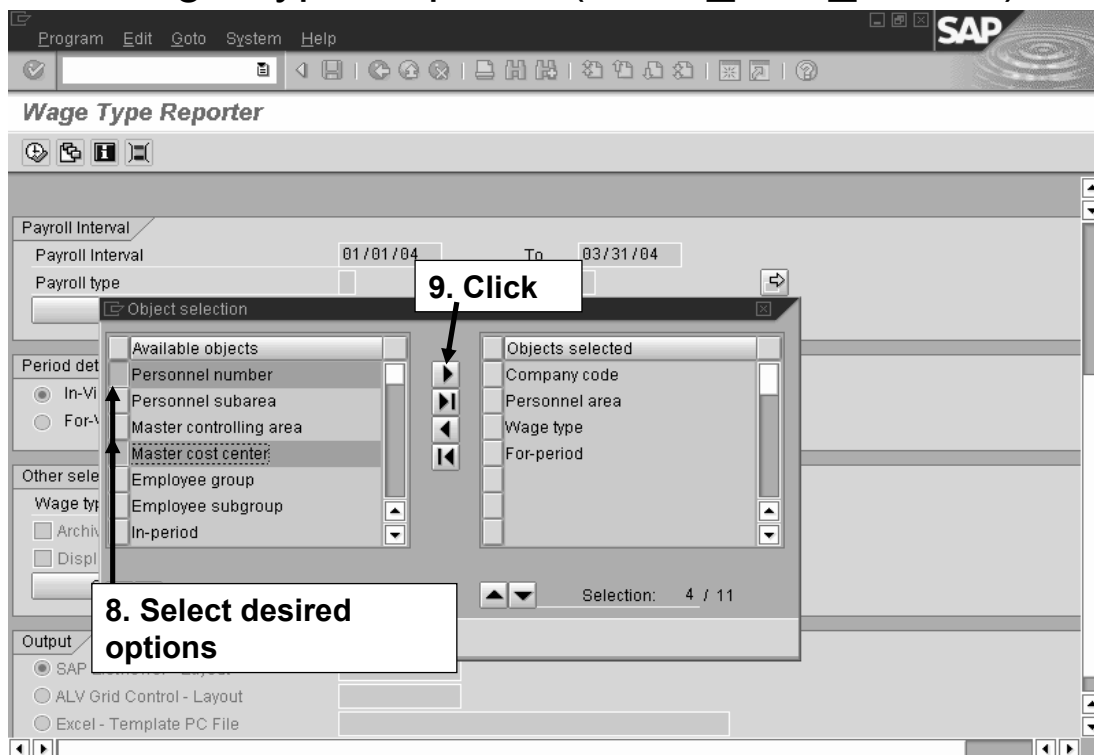
You can choose the Object selection button to specify which columns should appear in the output list and which objects should be hidden.

Wage Type Reporter (PC00_M99_CWTR)

When choosing the Personnel number field, the employee's name and personnel number will be displayed on the report.

Wage Type Reporter (PC00_M99_CWTR)

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Wage Type Reporter

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```

Payroll Interval					
Payroll Interval	01/01/04		To	03/31/04	
Payroll type			to		⇨

Object selection   ⊠

Available objects			Objects selected	
Personnel subarea		▶	Company code	
Master controlling area		▶▮	Personnel area	
Employee group		◀	Wage type	
Employee subgroup		◀▮	For-period	
In-period			Personnel number	
	▲		Master cost center	▲
	▼			▼

🖨🖫   ▲▼   Selection: 6 / 11

Period det
○ In-Vi
○ For-

Other sele
Wage typ
☐ Archiv
☐ Displ

Output
○ SAP Listviewer - Layout
○ ALV
○ Excel

10. Click green check

◀▶

Wage Type Reporter (PC00_M99_CWTR)

						SAP
Program	Edit	Goto	System	Help		

Wage Type Reporter

11. Click to execute

	04	To	03/31/2004
Payroll type		to	➡
Payroll Period			

Period determination

- ◉ In-View Payroll Periods
- ○ For-View Payroll Periods

Other selections

Wage type	/101	to	/102	➡

☐ Archived Payroll Results
☐ Display recs with null values

Object selection

Output

- ◉ SAP Listviewer - Layout
- ○ ALV Grid Control - Layout
- ○ Excel - Template PC File

Wage Type Reporter (PC00_M99_CWTR)

Wage Type Reporter

Pers.No.	Last name First name	Name of employee or applicant	ID number	CoCd	Co
31	MOORE LINDA	Linda Moore	126606990	ARK	St
31	MOORE LINDA	Linda Moore	126606990	ARK	St
31	MOORE LINDA	Linda Moore	126606990	ARK	St
31	MOORE LINDA	Linda Moore	126606990	ARK	St
31	MOORE LINDA	Linda Moore	126606990	ARK	St
31	MOORE LINDA	Linda Moore	126606990	ARK	St
31	MOORE LINDA	Linda Moore	126606990	ARK	St
31	MOORE LINDA	Linda Moore	126606990	ARK	St
31	MOORE LINDA	Linda Moore	126606990	ARK	St
31	MOORE LINDA	Linda Moore	126606990	ARK	St
31	MOORE LINDA	Linda Moore	126606990	ARK	St
31	MOORE LINDA	Linda Moore	126606990	ARK	St
31	MOORE LINDA	Linda Moore	126606990	ARK	St
36	COOL LINDA	Linda Cool	126607030	ARK	St
36	COOL LINDA	Linda Cool	126607030	ARK	St
36	COOL LINDA	Linda Cool	126607030	ARK	St
36	COOL LINDA	Linda Cool	126607030	ARK	St
36	COOL LINDA	Linda Cool	126607030	ARK	St
36	COOL LINDA	Linda Cool	126607030	ARK	St
36	COOL LINDA	Linda Cool	126607030	ARK	St
36	COOL LINDA	Linda Cool	126607030	ARK	St
36	COOL LINDA	Linda Cool	126607030	ARK	St
36	COOL LINDA	Linda Cool	126607030	ARK	St

12. Click

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The report is now displayed for viewing, printing or downloading. You can hide some of the columns by clicking on the Change layout icon.

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Wage Type Reporter (PC00_M99_CWTR)

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You can select as many options as you desire to hide.

Wage Type Reporter (PC00_M99_CWTR)

Wage Type Reporter

				Hidden fields			number	CoCd	Co
							606990	ARK	St
							606990	ARK	St
				Col. content	Lngth		606990	ARK	St
				Name of employee or ap...	40		606990	ARK	St
				Company Code	4		606990	ARK	St
				Company Name	25		606990	ARK	St
				Personnel Area Text	30		606990	ARK	St
				Controlling Area	4		606990	ARK	St
				Name	20		606990	ARK	St
				Payroll area text	20		606990	ARK	St
				Period parameters	5		606990	ARK	St
				Name per. parameter	20		607030	ARK	St
				Payroll Type, For-Period	10		607030	ARK	St
				Country grouping	5		607030	ARK	St
				Wage Type Long Text	25		607030	ARK	St

Change layout — Line 1 | Line 2 | Line 3

Line 1

Column content	Pos.	Len...	

15. Click

148

List width   148

✔ Copy

TR (2) (512) sapetr OVR

The columns listed in the Hidden fields table will not be displayed in your report.

Wage Type Reporter (PC00_M99_CWTR)

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  List  Edit  Goto  Settings  System  Help

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  Wage Type Reporter

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```

Pers.No.	Last name First name	ID number	P4	Cost Cen	PY Area	FP	For-period	Pmt date
31	MOORE LINDA	126606990					200401	01/09/200
31	MOORE LINDA	126606990					200402	01/23/200
31	MOORE LINDA	126606990					200403	02/06/200
31	MOORE LINDA	126606990	FA04	383201	11		200404	02/20/200
31	MOORE LINDA	126606990	FA04	383201	11		200405	03/05/200
31	MOORE LINDA	126606990	FA04	383201	11		200406	03/19/200
31	MOORE LINDA	126606990	FA04	383201	11		200407	04/02/200
31	MOORE LINDA	126606990	FA04	383201	11		200401	01/09/200
31	MOORE LINDA	126606990	FA04	383201	11		200402	01/23/200
31	MOORE LINDA	126606990	FA04	383201	11		200403	02/06/200
31	MOORE LINDA	126606990	FA04	383201	11		200404	02/20/200
31	MOORE LINDA	126606990	FA04	383201	11		200405	03/05/200
31	MOORE LINDA	126606990	FA04	383201	11		200406	03/19/200
31	MOORE LINDA	126606990	FA04	383201	11		200407	04/02/200
36	COOL LINDA	126607030	FA04	383201	11		200401	01/09/200
36	COOL LINDA	126607030	FA04	383201	11		200402	01/23/200
36	COOL LINDA	126607030	FA04	383201	11		200403	02/06/200
36	COOL LINDA	126607030	FA04	383201	11		200404	02/20/200
36	COOL LINDA	126607030	FA04	383201	11		200405	03/05/200
36	COOL LINDA	126607030	FA04	383201	11		200406	03/19/200
36	COOL LINDA	126607030	FA04	383201	11		200407	04/02/200
36	COOL LINDA	126607030	FA04	383201	11		200401	01/09/200
36	COOL LINDA	126607030	FA04	383201	11		200402	01/23/200
36	COOL LINDA	126607030	FA04	383201	11		200403	02/06/200
36	COOL LINDA	126607030	FA04	383201	11		200404	02/20/200

16. Click to save layout

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You can save this display layout to be recalled each time you run this report. This will eliminate you having to hide columns each time you run this report.

Note: On the selection screen, enter the saved layout name on the Output section.

Wage Type Reporter (PC00_M99_CWTR)

List   Edit   Goto   Settings   System   Help

Wage Type Reporter

	Cost Ctr	PY Area, FP	For-period	Pmt date

Layout: Save as...

Layout	Train wages	☑ User-specific
Description	Wages for /101 and /102	

✔ Save ✖

17. Type name and description of layout

						200401	01/09/200
						200402	01/23/200
						200403	02/06/200
						200404	02/20/200
						200405	03/05/200
						200406	03/19/200
31	MOORE LINDA	126606990				200407	04/02/200
31	MOORE LINDA	126606990	FA04	383201	11	200401	01/09/200
31	MOORE LINDA	126606990	FA04	383201	11	200402	01/23/200
31	MOORE LINDA	126606990	FA04	383201	11	200403	02/06/200
31	MOORE LINDA	126606990	FA04	383201	11	200404	02/20/200
31	MOORE LINDA	126606990	FA04	383201	11	200405	03/05/200
31	MOORE LINDA	126606990	FA04	383201	11	200406	03/19/200
31	MOORE LINDA	126606990	FA04	383201	11	200407	04/02/200
36	COOL LINDA	126607030	FA04	383201	11	200401	01/09/200
36	COOL LINDA	126607030	FA04	383201	11	200402	01/23/200
36	COOL LINDA	126607030	FA04	383201	11	200403	02/06/200
36	COOL LINDA	126607030	FA04	383201	11	200404	02/20/200
36	COOL LINDA	126607030	FA04	383201	11	200405	03/05/200
36	COOL LINDA	126607030	FA04	383201	11	200406	03/19/200
36	COOL LINDA	126607030	FA04	383201	11	200407	04/02/200
36	COOL LINDA	126607030	FA04	383201	11	200401	01/09/200
36	COOL LINDA	126607030	FA04	383201	11	200402	01/23/200
36	COOL LINDA	126607030	FA04	383201	11	200403	02/06/200
36	COOL LINDA	126607030	FA04	383201	11	200404	02/20/200

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Wage Type Reporter (PC00_M99_CWTR)

| List | Edit | Goto | Settings | System | Help | | SAP |

Wage Type Reporter

Pers.No.	Last name First name	ID number	PA	Cost Ctr	PY Area, FP	For-period	Pmt date
31	MOORE LINDA	1		83201	11	200401	01/09/200
31	MOORE LINDA	1		83201	11	200402	01/23/200
31	MOORE LINDA	1		83201	11	200403	02/06/200
31	MOORE LINDA	1		83201	11	200404	02/20/200
31	MOORE LINDA	126606990	FA04	383201	11	200405	03/05/200
31	MOORE LINDA	126606990	FA04	383201	11	200406	03/19/200
31	MOORE LINDA	126606990	FA04	383201	11	200407	04/02/200
31	MOORE LINDA	126606990	FA04	383201	11	200401	01/09/200
31	MOORE LINDA	126606990	FA04	383201	11	200402	01/23/200
31	MOORE LINDA	126606990	FA04	383201	11	200403	02/06/200
31	MOORE LINDA	126606990	FA04	383201	11	200404	02/20/200
31	MOORE LINDA	126606990	FA04	383201	11	200405	03/05/200
31	MOORE LINDA	126606990	FA04	383201	11	200406	03/19/200
31	MOORE LINDA	126606990	FA04	383201	11	200407	04/02/200
36	COOL LINDA	126607030	FA04	383201	11	200401	01/09/200
36	COOL LINDA	126607030	FA04	383201	11	200402	01/23/200
36	COOL LINDA	126607030	FA04	383201	11	200403	02/06/200
36	COOL LINDA	126607030	FA04	383201	11	200404	02/20/200
36	COOL LINDA	126607030	FA04	383201	11	200405	03/05/200
36	COOL LINDA	126607030	FA04	383201	11	200406	03/19/200
36	COOL LINDA	126607030	FA04	383201	11	200407	04/02/200
36	COOL LINDA	126607030	FA04	383201	11	200401	01/09/200
36	COOL LINDA	126607030	FA04	383201	11	200402	01/23/200
36	COOL LINDA	126607030	FA04	383201	11	200403	02/06/200
36	COOL LINDA	126607030	FA04	383201	11	200404	02/20/200

18. Click Excel icon

Layout saved

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You can also download this report to Excel by choosing the Excel icon.

Wage Type Reporter (PC00_M99_CWTR)

Pers.No.	Last name First name	ID number	PA	Cost Ctr	PY Area, FP	For-period	Pmt date
31	MOORE LINDA	126606990	FA04	383201	11	200401	01/09/200
31	MOORE LIN		FA04	383201	11	200402	01/23/200
31	MOORE LIN		FA04	383201	11	200403	02/06/200
31	MOORE LIN		FA04	383201	11	200404	02/20/200
31	MOORE LIN		FA04	383201	11	200405	03/05/200
31	MOORE LIN		FA04	383201	11	200406	03/19/200
31	MOORE LIN		FA04	383201	11	200407	04/02/200
31	MOORE LIN		FA04	383201	11	200401	01/09/200
31	MOORE LIN				11	200402	01/23/200
31	MOORE LIN				11	200403	02/06/200
31	MOORE LIN				11	200404	02/20/200
31	MOORE LIN				11	200405	03/05/200
31	MOORE LIN				11	200406	03/19/200
31	MOORE LIN		FA04	383201	11	200407	04/02/200
36	COOL LIND		FA04	383201	11	200401	01/09/200
36	COOL LIND		FA04	383201	11	200402	01/23/200
36	COOL LIND		FA04	383201	11	200403	02/06/200
36	COOL LINDA	126607030	FA04	383201	11	200404	02/20/200
36	COOL LINDA	126607030	FA04	383201	11	200405	03/05/200
36	COO	607030	FA04	383201	11	200406	03/19/200
36	COO	607030	FA04	383201	11	200407	04/02/200
36	COO	607030	FA04	383201	11	200401	01/09/200
36	COO	607030	FA04	383201	11	200402	01/23/200
36	COOL LINDA	126607030	FA04	383201	11	200403	02/06/200
36	COOL LINDA	126607030	FA04	383201	11	200404	02/20/200

Export list object to XXL

An XXL list object is exported with
42 lines and 11 columns

Choose a processing mode:

- ○ Excel SAP macros
- ◉ Table
- ○ Pivot table

19. Click to select Table

20. Click green check

Wage Type Reporter (PC00_M99_CWTR)

21. Click green check

Wage Type Reporter (PC00_M99_CWTR)

Microsoft Excel

File   Edit   View   Insert   Format   Tools   Data   Window   Help

Type a question for help

Arial   10   B   I   U

Underline

A1   fx   Pers.No.

Worksheet in Basis (1)

	A	B	C	D	E	F	G	H	I	J	K
1	Pers.No.	Last name First name	ID number	PA	Cost Ctr	PY Area, FP	For-period	PY ID FP	WT	Pmt date	Amo
2	00000031	MOORE LINDA	126606990	FA04	383201	11	200401		/101	01/09/2004	91.
3	00000031	MOORE LINDA	126606990	FA04	383201	11	200402		/101	01/23/2004	91.
4	00000031	MOORE LINDA	126606990	FA04	383201	11	200403		/101	02/06/2004	91.
5	00000031	MOORE LINDA	126606990	FA04	383201	11	200404		/101	02/20/2004	91.
6	00000031	MOORE LINDA	126606990	FA04	383201	11	200405		/101	03/05/2004	91.
7	00000031	MOORE LINDA	126606990	FA04	383201	11	200406		/101	03/19/2004	91.
8	00000031	MOORE LINDA	126606990	FA04	383201	11	200407		/101	04/02/2004	91.
9	00000031	MOORE LINDA	126606990	FA04	383201	11	200401		/102	01/09/2004	91.
10	00000031	MOORE LINDA	126606990	FA04	383201	11	200402		/102	01/23/2004	91.
11	00000031	MOORE LINDA	126606990	FA04	383201	11	200403		/102	02/06/2004	91.
12	00000031	MOORE LINDA	126606990	FA04	383201	11	200404		/102	02/20/2004	91.
13	00000031	MOORE LINDA	126606990	FA04	383201	11	200405		/102	03/05/2004	91.
14	00000031	MOORE LINDA	126606990	FA04	383201	11	200406		/102	03/19/2004	91.
15	00000031	MOORE LINDA	126606990	FA04	383201	11	200407		/102	04/02/2004	91.
16	00000036	COOL LINDA	126607030	FA04	383201	11	200401		/101	01/09/2004	1,20
17	00000036	COOL LINDA	126607030	FA04	383201	11	200402		/101	01/23/2004	1,20
18	00000036	COOL LINDA	126607030	FA04	383201	11	200403		/101	02/06/2004	1,20
19	00000036	COOL LINDA	126607030	FA04	383201	11	200404		/101	02/20/2004	1,20
20	00000036	COOL LINDA	126607030	FA04	383201	11	200405		/101	03/05/2004	1,20
21	00000036	COOL LINDA	126607030	FA04	383201	11	200406		/101	03/19/2004	1,20
22	00000036	COOL LINDA	126607030	FA04	383201	11	200407		/101	04/02/2004	1,20
23	00000036	COOL LINDA	126607030	FA04	383201	11	200401		/102	01/09/2004	1,20
24	00000036	COOL LINDA	126607030	FA04	383201	11	200402		/102	01/23/2004	1,20

Ready   NUM

AASIS Support Center, Diane Hill   12-24
    09/16/04 Revised to V3

Demonstration

HR-PY Tax Infotype Summary Report (S_AHR_61016142)

12-25

This report provides you with a summary of all tax infotypes and related data on each employee you specify. The Agency Payroll Systems Management role can access this report.

HR_PY Tax Infotype Summary Report
(S_AHR_61016142)
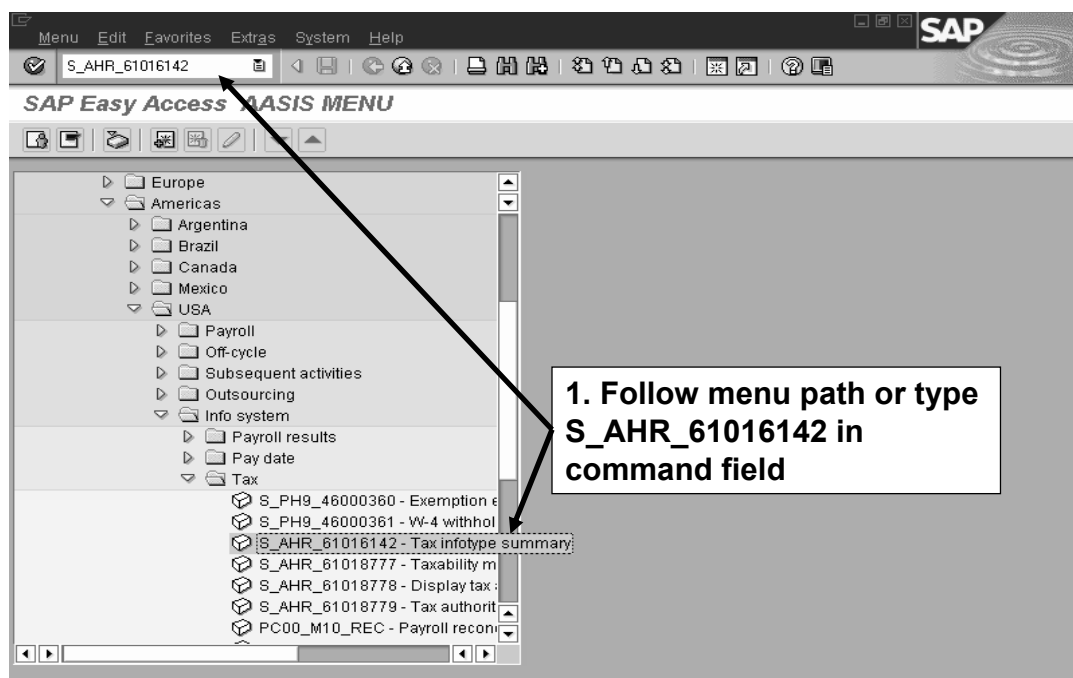
AASIS Support Center, Diane Hill
    09/16/04 Revised to V3

12-26

The menu path is Human Resources > Payroll >
Americas > USA > Info system > Tax.

HR_PY Tax Infotype Summary Report (S_AHR_61016142)

```
 Program  Edit  Goto  System  Help                          SAP
 ⊘              ▣  ◁ 🖫 🖫 | ❸ ❻ ❽ | 🖺 🖺 🖺 | 🖺 🖺 🖺 🖺 | 🖾 🖾 | ❓ 🖫

 Tax Infotype Summary

 🕀 🖬

 Program parameters                    ┌─────────────────────┐
 Personnel number            55 ◉      │ 2. Enter personnel  │
 Start date                            │ number              │
 End date                              └─────────────────────┘

  ┌──────────┐
  │ 3. Click │
  │ to       │
  │ execute  │
  └──────────┘
```

There is no multiple employee selection icon. This report is designed as a tool to review all related tax infotype records on an individual.

HR_PY Tax Infotype Summary Report (S_AHR_61016142)

```
List  Edit  Goto  System  Help                                    SAP

⊘              ▣  ◁ 🖫 | 😡 😡 😡 | 🖴 🖽 🖽 | 🕄 🕄 🕄 🕄 | 🖾 🗗 | ⊘ 🖺

Tax Infotype Summary

Choose    Restrict time range

Tax Infotype Summary                                              1


  Gail Hadley                    Regular State Empl.
  DFA                            Employee
                                 SSN  112-66-0815



Tax information
Time frame: 01/01/1800 to 12/31/9999



Unemployment State

  From        to           Tax authority

  12/08/2003  12/31/9999   AR    Arkansas


Residence Tax Area

  From        to           Res. tax area

  12/08/2003  12/31/9999   AR
```

AASIS Support Center, Diane Hill
   09/16/04 Revised to V3

12-28

This will list all the U.S. tax related infotypes that exist on the individual on one report eliminating you having to search through multiple infotypes.

HR_PY Tax Infotype Summary Report
(S_AHR_61016142)

List Edit Goto System Help

SAP

Tax Infotype Summary

Choose | Restrict time range

Tax Infotype Summary   1

Gail Hadley	Regular State Empl.
DFA	Employee
	SSN 112-66-0815

Tax information
Time frame: 01/01/1800 to 12/31/9999

Unemployment State

| From | to | Tax authority |
| 12/08/2003 | 12/31/9999 | AR   Arkansas |

4. Double-click infotype

Residence Tax Area

| From | to | Res. tax area |
| 12/08/2003 | 12/31/9999 | AR |

AASIS Support Center, Diane Hill   12-29
   09/16/04 Revised to V3

You have the capability of drilling down through the
report to display the actual master data.

HR_PY Tax Infotype Summary Report (S_AHR_61016142)

DISPLAY PURPOSES ONLY

This is Infotype 0209.

HR_PY Tax Infotype Summary Report (S_AHR_61016142)

List Edit Goto System Help

Tax Infotype Summary

Choose | Restrict time range

Tax Infotype Summary   1

Unemployment State

From	to	Tax authority
12/08/2003	12/31/9999	AR Arkansas

Residence Tax Area

From	to	Res. tax area
12/08/2003	12/31/9999	AR

← **6. Double-click infotype**

Work Tax Area

From	to	Tax authority	All. perc.
12/08/2003	12/31/9999	AR	100.00

Withholding Info W4/W5 US

AASIS Support Center, Diane Hill   12-31
   09/16/04 Revised to V3

HR_PY Tax Infotype Summary Report (S_AHR_61016142)

Infotype   Edit   Goto   Extras   System   Help

Display Residence Tax Area

> **7. Click green arrow back or F3**

Personnel No	55	Name ... Active
EE group	1 Regular State Em...	Per...
EE subgroup	UE Employee	SSN
Start	12/08/2003 to	12/... DMHILL02

Resident data

Tax area   AR   State of Arkansas

Tax Authorities in Area

Tax...	Description	T..	Description
AR	Arkansas	B	State
FED	Federal	A	Federal

DISPLAY PURPOSES ONLY

This is Infotype 0207.

HR_PY Tax Infotype Summary Report (S_AHR_61016142)

List   Edit   Goto   System   Help

SAP

Tax Infotype Summary

Choose | Restrict time range

Tax Infotype Summary   1

Unemployment State

From	to	Tax authority
12/08/2003	12/31/9999	AR Arkansas

Residence Tax Area

From	to	Res. tax area
12/08/2003	12/31/9999	AR

Work Tax Area

From	to	Tax authority	All perc
12/08/2003	12/31/9999	AR	

8. Double-click infotype

Withholding Info W4/W5 US

HR_PY Tax Infotype Summary Report
(S_AHR_61016142)

Infotype   Edit   Goto   Extras   System   Help

Display Work Tax Area

Personnel No	55	Na		Active
EE group	1	Regular State Em...	Pe	
EE subgroup	UE	Employee	SS	
Start	12/08/2003	to	12/31/9999	chg. 08/19/2004 DMHILL02

9. Click green arrow back or F3

Work tax data

| Tax Area | AR | State of Arkansas |
| Allocation | 100.00 | % |

Tax Authorities in Area

Tax...	Description	T..	Description	
AR	Arkansas	B	State	

DISPLAY PURPOSES ONLY

This is Infotype 0208.

HR_PY Tax Infotype Summary Report (S_AHR_61016142)

List **Edit** **Goto** **System** **Help**

Tax Infotype Summary

Choose | Restrict time range

Tax Infotype Summary

Work Tax Area

From	to	Tax authority	All. perc.
12/08/2003	12/31/9999	AR	100.00

Withholding Info W4/W5 US

From	to	Tx.Aut.	Mar.status	Add.amount	# Ex.
12/08/2003	12/31/9999	AR	Single	0.00	00
12/08/2003	12/31/9999	FED	Single	0.00	00

10. Double-click infotype

Tax infotypes found:

0161	☐
0207	☑
0208	☑
0209	☑
0210	☑
0234	☐

AASIS Support Center, Diane Hill
   09/16/04 Revised to V3

12-35

HR_PY Tax Infotype Summary Report (S_AHR_61016142)

AASIS

Infotype   Edit   Goto   Extras   System   Help

Display Withholding Info W4/W5 US

11. Click green arrow back or F3

Personnel No	55	Name		Active
EE group	1	Regular State Em...	Per	
EE subgroup	UE	Employee	SSN	
Start	12/08/2003	to	12/31/9999	Chg. 08/19/2004 DHHILL02

Status

| Tax authority | AR | Arkansas | | Tax level | B | State |
| Filing Status | 01 | Single | | | | |

Exemptions

Allowances	0	Exemption amount	0.00
Additional allowance	0	Additional exemption amount	0.00 USD
Personal allowance	0		
Dependent allowance	0		
Tax exempt indicator		IRS mandates	

Withholding adjustments

Add
Det

DISPLAY PURPOSES ONLY

Earned Income Credit filing status

This is Infotype 0210 – AR state tax.

HR_PY Tax Infotype Summary Report
(S_AHR_61016142)

List Edit Goto System Help

Tax Infotype Summary

Choose   Restrict time range

Tax Infotype Summary   1

From	to	Tax authority	All. perc.
12/08/2003	12/31/9999	AR	100.00

Withholding Info W4/W5 US

From	to	Tx.Aut.	Mar.status	Add.amount	# Ex.
12/08/2003	12/31/9999	AR	Single	0.00	00
12/08/2003	12/31/9999	FED	Single	0.00	00

12. Double-click infotype

Tax infotypes found:

0161	☐
0207	☑
0208	☑
0209	☑
0210	☑
0234	☐
0235	☐

AASIS Support Center, Diane Hill   12-37
    09/16/04 Revised to V3

HR_PY Tax Infotype Summary Report (S_AHR_61016142)

Infotype Edit Goto Extras System Help

Display Withholding Info W4/W5 US

13. Click green arrow back or F3

Personnel No	55	Nar	Active
EE group	1 Regular State Em...	Pers	
EE subgroup	UE Employee	SSN	
Start	12/08/2003 to	12/31/9999	Chg. 08/19/2004 DMHILL02

Status

Tax authority FED Federal   Tax level A Federal
Filing Status 01 Single

Exemptions

Allowances   0
Tax Exempt Indicator   ☐ IRS mandates

Withholding adjustments

Add.withholding   0.00 USD
Default formula 1 PERCENTAGE M...   Alternative formula 0

W-5 filin
EIC sta

DISPLAY PURPOSES ONLY

Overrides (from Infotype 0234)

AASIS Support Center, Diane Hill
   09/16/04 Revised to V3

12-38

This is Infotype 0210 – FED (Federal)

HR_PY Tax Infotype Summary Report
(S_AHR_61016142)

```
  List  Edit  Goto  System  Help                                              SAP

       |                  |  ◁  🖫  |  😊 🞋 🞋  |  🗋 🖽 🖽  |  🕃 🕃 🕃 🕃  |  🖾 🗐  |  ⑦ 🖳

  Tax Infotype Summary

  Choose    Restrict time range

  Tax Infotype Summary                                                               1

  ┌────────────┬────────────┬──────────────────────────┬─────────────┐
  │ From       │ to         │ Tax authority            │ All. perc.  │
  ├────────────┼────────────┼──────────────────────────┼─────────────┤
  │ 12/08/2003 │ 12/31/9999 │ AR                       │ 100.00      │
  └────────────┴────────────┴──────────────────────────┴─────────────┘


  Withholding Info W4/W5 US

  ┌────────────┬────────────┬─────────┬───────────┬─────────────┬────────┐
  │ From       │ to         │ Tx.Aut. │ Mar.status│ Add.amount  │ # Ex.  │
  ├────────────┼────────────┼─────────┼───────────┼─────────────┼────────┤
  │ 12/08/2003 │ 12/31/9999 │ AR      │ Single    │      0.00   │ 00     │
  │ 12/08/2003 │ 12/31/9999 │ FED     │ Single    │      0.00   │ 00     │
  └────────────┴────────────┴─────────┴───────────┴─────────────┴────────┘


  Tax infotypes found:

  ┌──────────────┐
  │ 0161    ☐    │
  │ 0207    ☑    │
  │ 0208    ☑    │
  │ 0209    ☑    │
  │ 0210    ☑    │
  │ 0234    ☐    │
  │ 0235    ☐    │
  └──────────────┘
```

At the bottom of the report, tax infotypes found will be
indicated by a check mark.

Demonstration

HR-PY W-4 Withholding Allowance Report
(S_PH9_46000361)

12-40

This report can be used to monitor employee's Infotype 0210 (W4/W5 Withholding Info) records to find cases where employees have claimed: (1) Tax exemption; (2) More allowances than allowed by that tax authority; (3) More allowances than the mandated values in the employee's Infotype 0161 IRS Mandates record for that tax authority and (4) A filing status different from the filing status on Infotype 0161 IRS Mandates. The Agency Payroll Systems Management role can access this report.

This report is currently configured to report results on the AR Tax Jurisdiction only.

HR_PY W-4 Allowance Report
(S_PH9_46000361)
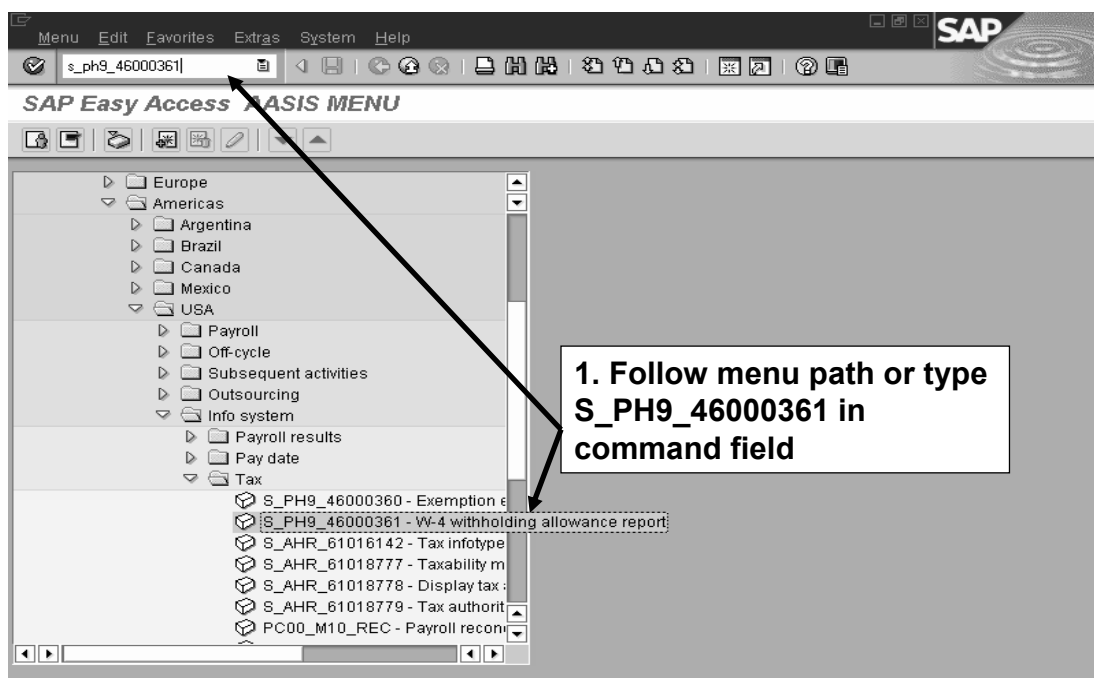
SAP Easy Access AASIS MENU

- ▷ 📁 Europe
- ▽ 📁 Americas
  - ▷ 📁 Argentina
  - ▷ 📁 Brazil
  - ▷ 📁 Canada
  - ▷ 📁 Mexico
  - ▽ 📁 USA
    - ▷ 📁 Payroll
    - ▷ 📁 Off-cycle
    - ▷ 📁 Subsequent activities
    - ▷ 📁 Outsourcing
    - ▽ 📁 Info system
      - ▷ 📁 Payroll results
      - ▷ 📁 Pay date
      - ▽ 📁 Tax
        - ✇ S_PH9_46000360 - Exemption e
        - ✇ S_PH9_46000361 - W-4 withholding allowance report
        - ✇ S_AHR_61016142 - Tax infotype
        - ✇ S_AHR_61018777 - Taxability m
        - ✇ S_AHR_61018778 - Display tax
        - ✇ S_AHR_61018779 - Tax authorit
        - ✇ PC00_M10_REC - Payroll recon

1. Follow menu path or type S_PH9_46000361 in command field

The menu path is Human Resources > Payroll > Americas > USA > Info system > Tax.

HR_PY W-4 Allowance Report (S_PH9_46000361)

You would need to specify the date to run this report. The system defaults Other period as the selection and if chosen you would then need to key in your selected date range.

HR_PY W-4 Allowance Report (S_PH9_46000361)

Choose Further selections to run this report by
Business area, Personnel area, etc.

HR_PY W-4 Allowance Report
(S_PH9_46000361)

HR_PY W-4 Allowance Report
(S_PH9_46000361)

Program Edit Goto System Help			SAP

W-4 With...

Choose Selection Fields

Selection options		Selection fields	
Action type		Personnel number	
Reason for action		Employment status	
Customer-specific status		Company code	
Special payment status		Personnel area	
Personnel subarea		Business area	
Employee group		Payroll area	
Employee subgroup		Pers.area/subarea/cost center	
Organization key		Employee group/subgroup	
Legal person			
Work contract			
Controlling area			
Cost center			
Organizational unit			
Position			

Selection: 8

Further sele...
Period
○ Today
○ Up to toda
◉ Other peri
Data Sel
Person s
Payroll

Selection
Personnel n...
Employment
Company Co
Payroll area
Pers.area/su
Employee gr

6. Click green check

HR_PY W-4 Allowance Report (S_PH9_46000361)

Program Edit Goto System Help

W-4 Withholding Allowance Report

9. Click to execute

Further selections ⇨ Search he...

Period
- ○ Today
- ○ Current month
- ○ Current year
- ○ From today

8. Click to validate

| | 09/01/2004 | To | 09/01/2004 |

Person selection period | | To | |

Payroll period

Selection
Personnel number		⇨
Employment status	3	⇨
Company Code		⇨
Personnel area	fa02	⇨
Business area		⇨
Payroll area		⇨
Pers.area/subarea/cost cente		⇨
Employee group/subgroup		⇨

7. Enter criteria

AASIS Support Center, Diane Hill
   09/16/04 Revised to V3

12-46

HR_PY W-4 Allowance Report
(S_PH9_46000361)

The report output is sorted by tax jurisdiction with the jurisdiction's allowance cap. The Arkansas state tax jurisdiction has no cap and the Federal tax jurisdiction has an allowance of 10.

The 'Status' field will display how the employee is classified on Infotype 0210 and the 'Allow' field is the number of allowances claimed.

Demonstration

HR-PY Paydays on Holidays or Weekends Report
(S_ALR_87014136)

12-48

This report checks whether the paydays defined in the AASIS system occur on a Saturday, Sunday or public holiday. The Agency Payroll Systems Management role can access this report.

HR_PY Paydays on Holidays or Weekends (S_ALR_87014136)

1. Follow menu path or type S_ALR_87014136 in the command field
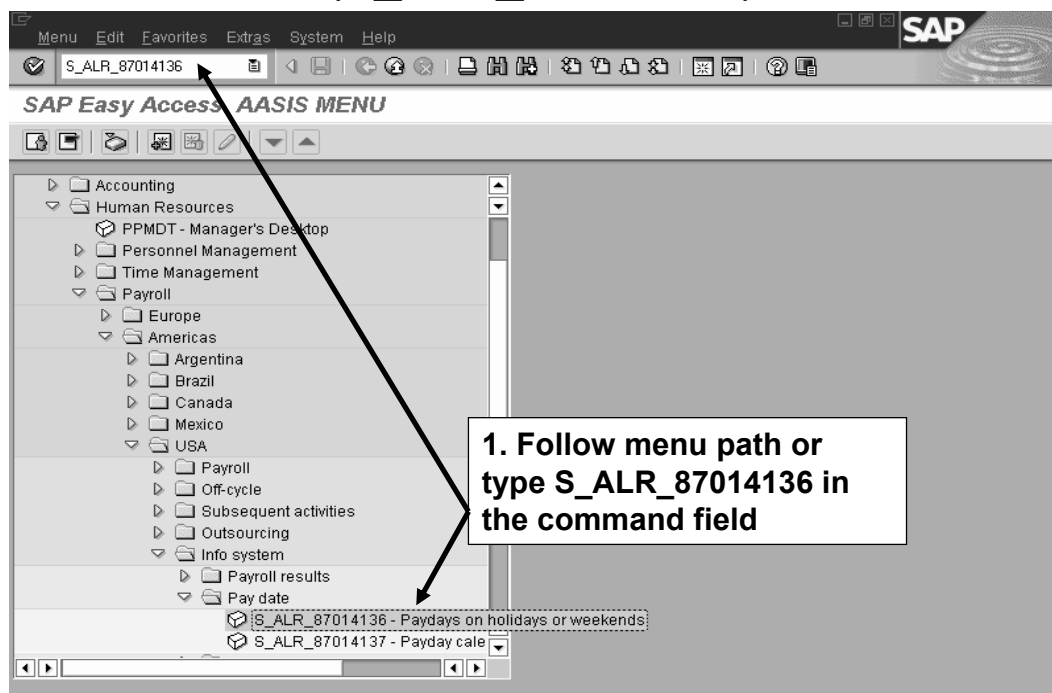
AASIS Support Center, Diane Hill
  09/16/04 Revised to V3

12-49

The menu path is Human Resources > Payroll > Americas > USA > Info system > Pay date > Paydays on holidays or weekends.

HR_PY Paydays on Holidays or Weekends (S_ALR_87014136)

Program   Edit   Goto   System   Help

SAP

Paydays on holidays or weekends

Country grouping	10
Date modifier	1	← **2. Type 1 in the Date modifier field**
Period parameters	1
Date ID	1
Calendar ID	☑
Year	☑

AASIS Support Center, Diane Hill
   09/16/04 Revised to V3

12-50

The parameter selections for the report are as follows:

Country grouping=10(USA),

Date modifier=01(Payroll area system connection), Period modifier=(04-Bi-Weekly and 02-Semi-Monthly),

Date identifier=1(Payday),

Calendar identifier=AS(AASIS State of Arkansas setting) and

Year=current payroll calendar year.

Note: If these parameters are not filled out in each field, you will receive an error upon executing the report.

HR_PY Paydays on Holidays or Weekends (S_ALR_87014136)

In the Period parameters field, you must type 04 for Bi-weekly payroll or 02 for Semi-monthly payroll.

HR_PY Paydays on Holidays or Weekends (S_ALR_87014136)

Program Edit Goto System Help

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Paydays on holidays or weekends

⊕ 🖬

Country grouping	10
Date modifier	1
Period parameters	04
Date ID	1
Calendar ID	AS	← **4. Type AS in the Calendar Id field**
Year	2004

5. Type calendar year

'AS' in the Calendar ID field represents Arkansas State Government Holiday Calendar. You must also identify the calendar year you are running the report.
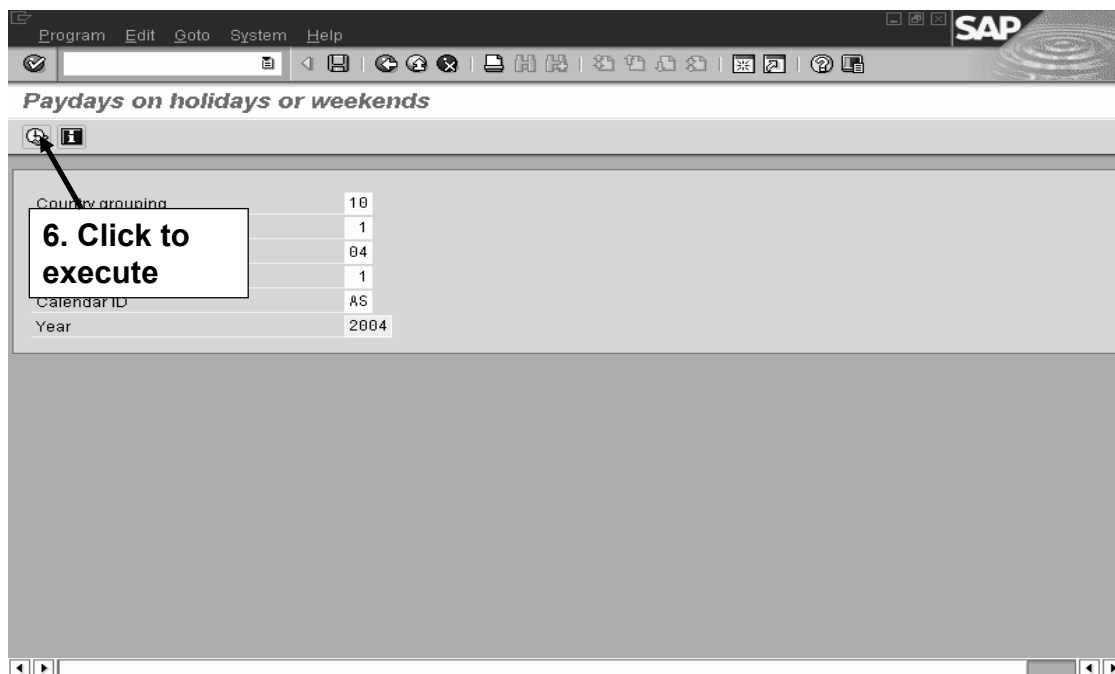
HR_PY Paydays on Holidays or Weekends
(S_ALR_87014136)

SAP

Program Edit Goto System Help

Paydays on holidays or weekends

Country grouping   10

6. Click to execute   1

                                 04

                                 1

Calendar ID   AS

Year   2004

AASIS Support Center, Diane Hill   12-53
    09/16/04 Revised to V3

HR_PY Paydays on Holidays or Weekends (S_ALR_87014136)

List   Edit   Goto   System   Help

SAP

Paydays on holidays or weekends

Paydays on holidays or weekends   1

Country grouping   10 USA
Period parameters   04 Bi-Weekly
Date modifier   01 Standard modifier 01
Date identifier   01 Payday
Calendar ID   AS Arkansas State Government Holiday Calendar

Period	Year	Payday	Ty.
01	2004	01/09/2004	
02	2004	01/23/2004	
03	2004	02/06/2004	
04	2004	02/20/2004	
05	2004	03/05/2004	
06	2004	03/19/2004	
07	2004	04/02/2004	
08	2004	04/16/2004	
09	2004	04/30/2004	
10	2004	05/14/2004	
11	2004	05/28/2004	
12	2004	06/11/2004	
13	2004	06/25/2004	
14	2004	07/09/2004	
15	2004	07/23/2004	
16	2004	08/06/2004	
17	2004	08/20/2004	

DISPLAY PURPOSES ONLY

AASIS Support Center, Diane Hill   12-54
   09/16/04 Revised to V3

Demonstration

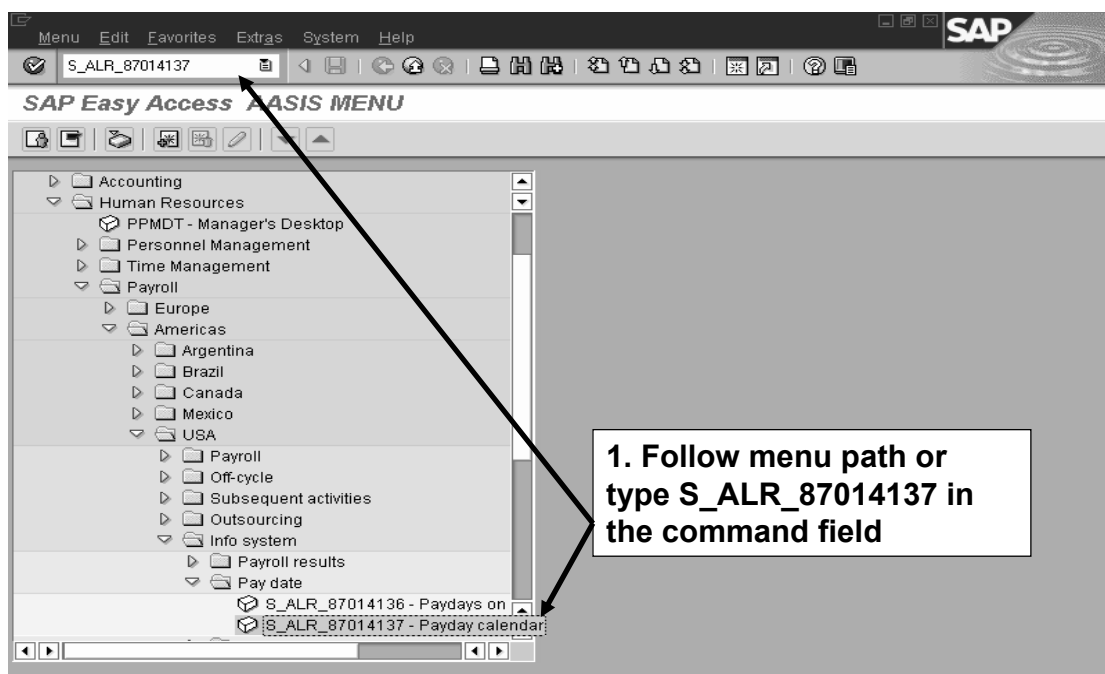## HR-PY Payday Calendar View Report (S_ALR_87014137)

The purpose of this report is to provide a payday calendar view of the payroll year specified.

The report program reads the begin date, end date, payday and payroll run date of each payroll period to include in the displayed results.

The Agency Payroll Systems Management role has authorization to run this report.

HR_PY Payday Calendar View Report (S_ALR_87014137)

1. Follow menu path or type S_ALR_87014137 in the command field

AASIS Support Center, Diane Hill
   09/16/04 Revised to V3

12-56

The menu path is Human Resources > Payroll > Americas > USA > Info system > Pay date > Payday calendar.

HR_PY Payday Calendar View Report
(S_ALR_87014137)

Program   Edit   Goto   System   Help

Payday Calendar

Period parameters	1
Date modifier	
Country grouping	01
Calendar year	2004
☑ Calendar type	
Symbol for payday (future)	$
Symbol for payday (past)	X
Symbol for payr.run (future)	&
Symbol for payr.run (past)	R

AASIS Support Center, Diane Hill
   09/16/04 Revised to V3

12-57

The parameters must be set as follows:

Period parameters=4

Date modifier=01

Country grouping=10

Calendar year=2004

Calendar type=x where x indicates check box has been
   populated.

No entry : standard annual calendar type overview

Entry = 'X' : horizontal line type overview

Symbol for payday $=Future and X=Past

Symbol for payroll run &=Future and R=Past

HR_PY Payday Calendar View Report (S_ALR_87014137)

```
Program   Edit   Goto   System   Help                                SAP

Payday Calendar

Period parameters          4  ◄──── 2. Enter 4 or 2
Date modifier
Country grouping           01
Calendar year              2004
☑ Calendar type
Symbol for payday (future)     $
Symbol for payday (past)       X
Symbol for payr.run (future)   &
Symbol for payr.run (past)     R
```

AASIS Support Center, Diane Hill
  09/16/04 Revised to V3

12-58

4 is for Bi-Weekly pay periods and 2 is for Semi-Monthly pay periods.

HR_PY Payday Calendar View Report
(S_ALR_87014137)

Type 01 in the Date modifier field. This represents the table connection for acceptable period related date entries.

HR_PY Payday Calendar View Report
(S_ALR_87014137)

Program Edit Goto System Help	SAP

Payday Calendar

Period parameters	4
Date modifier	01
Country grouping	10 ◄──── **4. Type 10**
Calendar year	2004
☑ Calendar type	
Symbol for payday (future)	$
Symbol for payday (past)	X
Symbol for payr.run (future)	&
Symbol for payr.run (past)	R

AASIS Support Center, Diane Hill
  09/16/04 Revised to V3

12-60

Country grouping 10 is for USA.

HR_PY Payday Calendar View Report (S_ALR_87014137)

Program Edit Goto System Help

SAP

Payday Calendar

Period parameters	4
Date modifier	01
Country grouping	10
Calendar year	2004	← **5. Verify year**
☑ Calendar type	
Symbol for payday (future)	$
Symbol for payday (past)	X
Symbol for payr.run (future)	&
Symbol for payr.run (past)	R

AASIS Support Center, Diane Hill
09/16/04 Revised to V3

12-61

All past, present and future years beginning with 2002 are valid for viewing. The check mark in the Calendar Type field will display your report in a six month per page view.

HR_PY Payday Calendar View Report (S_ALR_87014137)

```
  Program  Edit  Goto  System  Help                                    SAP

  ⊘                    ▣  ◁ 🔲 ❘ 🌀 🏠 🗙 ❘ 🖨 🛗 🛗 ❘ 🎝 🎝 🎝 🎝 ❘ 🔳 🖉 ❘ ② 🔲

  Payday Calendar

  ⊕  🗗  🔳

                                        4
┌──────────────────────────┐           01
│ 6. Click to              │           10 🔁
│ execute                  │           2004
└──────────────────────────┘
  ☑ Calendar type
  Symbol for payday (future)          $
  Symbol for payday (past)            X
  Symbol for payr.run (future)        &
  Symbol for payr.run (past)          R




  ◀ ▶                                                              ◀ ▶
```

AASIS Support Center, Diane Hill   12-62
   09/16/04 Revised to V3

HR_PY Payday Calendar View Report (S_ALR_87014137)

List Edit Goto System Help

Payday Calendar

DISPLAY PURPOSES ONLY

Payday calendar for 2004   Date : 10/12/2004

Period parameters   04   Bi-Weekly
Date modifier   01   Standard modifier 01

Symbols   E   End date for period
                         $ Payday, in the future
                         X   Payday, in the past
                         &   Payroll run,   in the future
                         R   Payroll run,   in the past

January								February								March						
Mo	Tu	We	Th	Fr	Sa	Su		Mo	Tu	We	Th	Fr	Sa	Su		Mo	Tu	We	Th	Fr	Sa	Su
			01	02	E	04								01		R	02	03	04	X	06	07
R	06	07	08	X	10	11		R	03	04	05	X	07	08		08	09	10	11	12	E	14
12	13	14	15	R	E	18		09	10	11	12	R	E	15		R	16	17	18	X	20	21
19	20	21	22	X	24	25		16	17	18	19	X	21	22		22	23	24	25	26	E	28
26	27	28	29	30	E			23	24	25	26	27	E	29		R	30	31				

April	May	June

A key is provided under the systems section to help you read this report.

HR_PY Paydays Calendar View Report
(S_ALR_87014137)

If the calendar year type field is not checked, upon executing your report will be displayed in a horizontal line view.

Demonstration

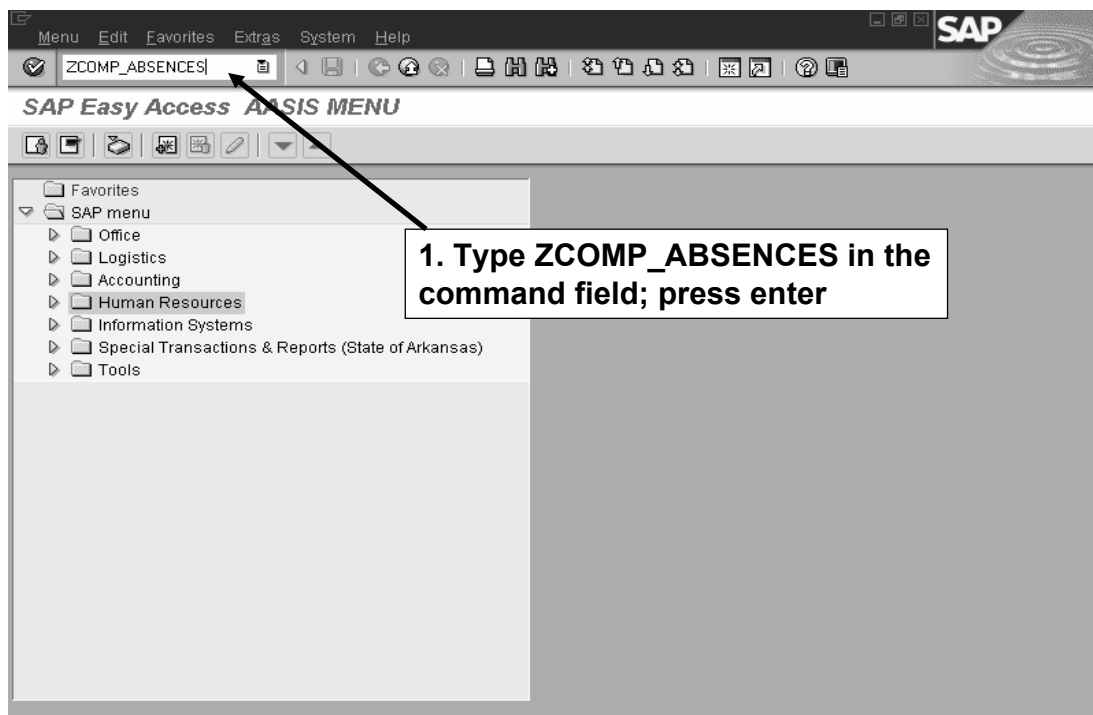## LEAVE LIABILITY REPORT (ZCOMP_ABSENCES)

12-65

The Leave Liability Report summarizes the liability for Absence Quotas(Annual, Holiday, Birthday, Comp), Employer FICA, and Employer Retirement Liability. It provides total leave liability, total comp liability, employer FICA liability, employer retirement liability, and total liability for all employees by Business Area and a total of all Business Areas. The report can also be run by cost center.

DFA Office of Accounting will run the report at the end of each fiscal year after Time Evaluation has run for June 30.
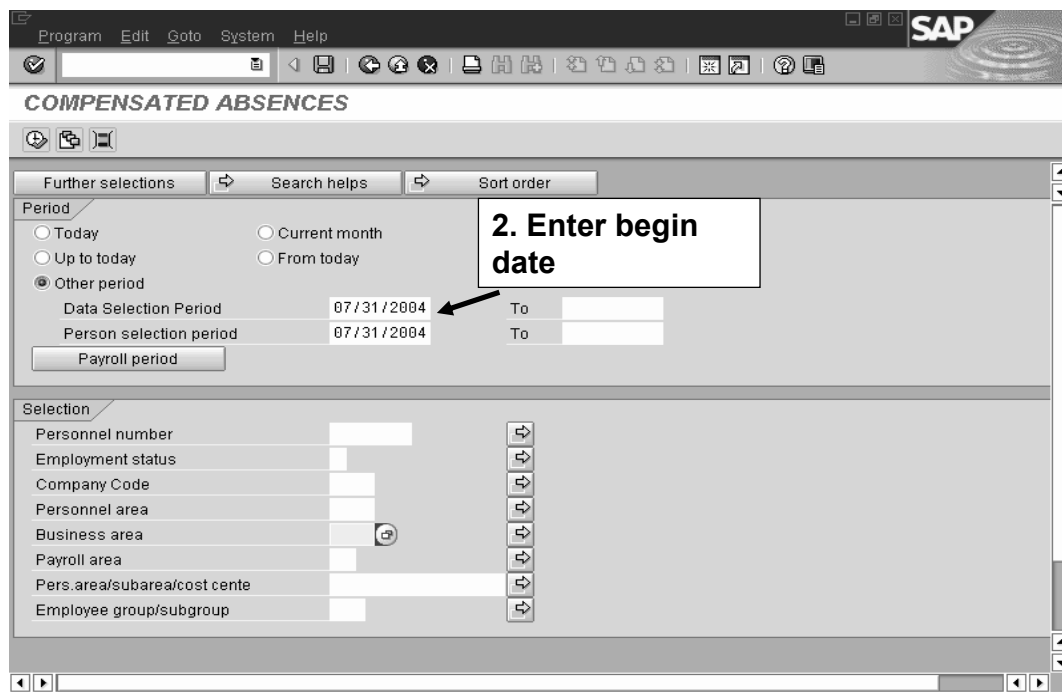
This report may be generated on a adhoc basis by Agency Central Time Management.

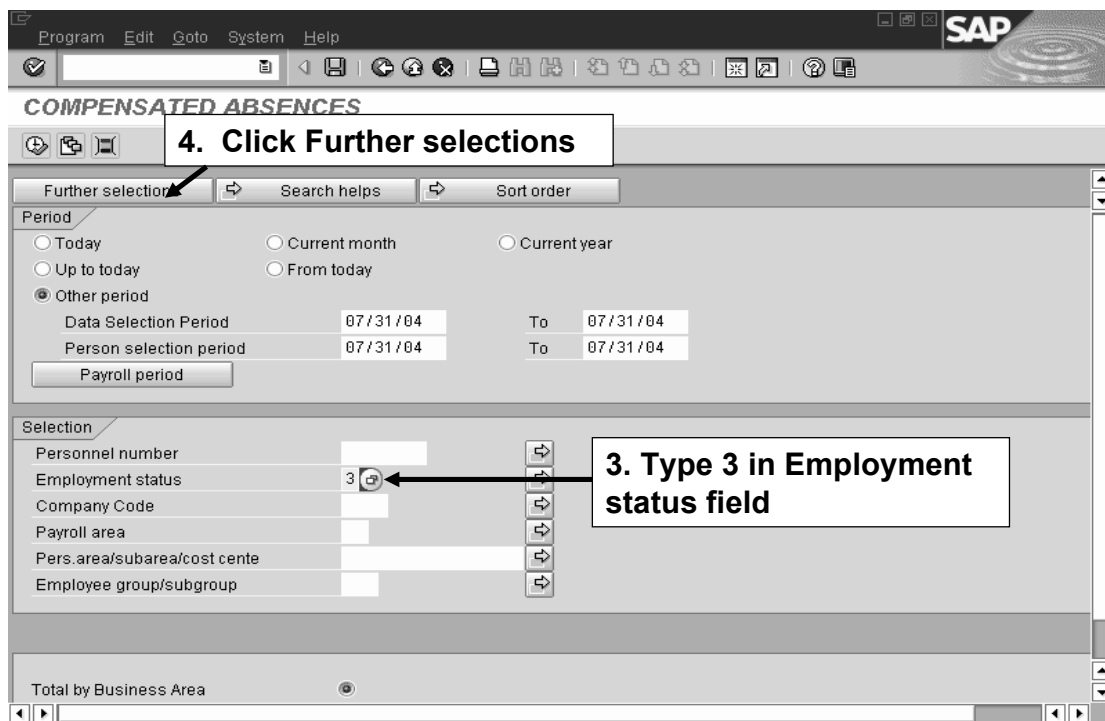# Leave Liability Report (ZCOMP_ABSENCES)

1. Type ZCOMP_ABSENCES in the command field; press enter

AASIS Support Center, Diane Hill
   09/16/04 Revised to V3

12-66

Leave Liability Report (ZCOMP_ABSENCES)

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Program   Edit   Goto   System   Help                                        SAP

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COMPENSATED ABSENCES

⊕ 🖫 🔳

   Further selections    ⇨    Search helps    ⇨    Sort order

Period
  ○ Today              ○ Current month       ┌─────────────────┐
  ○ Up to today        ○ From today          │ 2. Enter begin  │
  ◉ Other period                             │ date            │
       Data Selection Period    07/31/2004 ←─┘ To              │
       Person selection period  07/31/2004      To
       Payroll period


Selection
   Personnel number             ▢            ⇨
   Employment status            ▢            ⇨
   Company Code                 ▢            ⇨
   Personnel area               ▢            ⇨
   Business area           ▢    🖰            ⇨
   Payroll area                 ▢            ⇨
   Pers.area/subarea/cost cente ▢            ⇨
   Employee group/subgroup      ▢            ⇨
```

AASIS Support Center, Diane Hill   12-67
    09/16/04 Revised to V3

Enter the date you want to run the report for in the
first box of the 'Data Selection Period' and 'Person
Selection Period'. Leave the 'To' box blank in both
Data and Person Selection Periods.
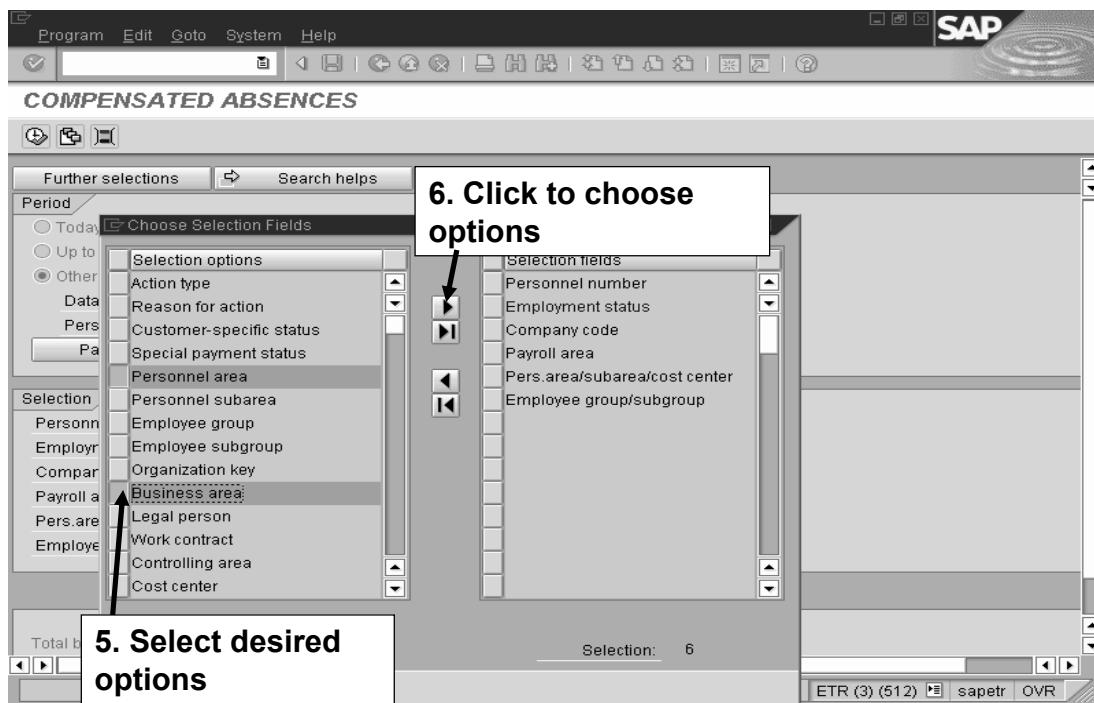
Leave Liability Report (ZCOMP_ABSENCES)

Program   Edit   Goto   System   Help

COMPENSATED ABSENCES

4. Click Further selections

Further selection   ⇨   Search helps   ⇨   Sort order

Period
- ○ Today   ○ Current month   ○ Current year
- ○ Up to today   ○ From today
- ● Other period
  - Data Selection Period   07/31/04   To   07/31/04
  - Person selection period   07/31/04   To   07/31/04
  - Payroll period

Selection
- Personnel number
- Employment status   3

  3. Type 3 in Employment status field

- Company Code
- Payroll area
- Pers.area/subarea/cost cente
- Employee group/subgroup

Total by Business Area   ●

By entering a 3 in the Employment status field, the report will only display active employees.

Click on further options to display selections that are not listed such Personnel area, Business area, etc.

Leave Liability Report (ZCOMP_ABSENCES)

Leave Liability Report (ZCOMP_ABSENCES)

SAP

Program Edit Goto System Help

COMPENSATED ABSENCES

Further selections ⇨ Search helps ⇨ Sort order

Period

○ Today
○ Up to
◉ Other

Data

Pers

Pa

Choose Selection Fields

Selection options		Selection fields	
Action type		Personnel number	
Reason for action		Employment status	
Customer-specific status		Company code	
Special payment status		Personnel area	
Personnel subarea		Business area	
Employee group		Payroll area	
Employee subgroup		Pers.area/subarea/cost center	
Organization key		Employee group/subgroup	
Legal person			
Work contract			
Controlling area			

Selection

Personn
Employr
Compar
Payroll a
Pers.are
E

7. Click green check

Position

Selection: 8

Total by E

ETR (3) (512) sapetr OVR

Leave Liability Report (ZCOMP_ABSENCES)

COMPENSATED ABSENCES

Further selections	⇨	Search helps	⇨	Sort order

Period

○ Today   ○ Current month   ○ Current year

○ Up to today   ○ From today

◉ Other period

Data Selection Period	07/31/2004	To	07/31/2004
Person selection period	07/31/2004	To	07/31/2004

Payroll period

Selection

Personnel number		⇨
Employment status	3	⇨
Company Code		⇨
Personnel area		⇨
Business area	0610	⇨
Payroll area		⇨
Pers.area/subarea/cost cente		⇨
Employee group/subgroup		⇨

8. Type desired criteria
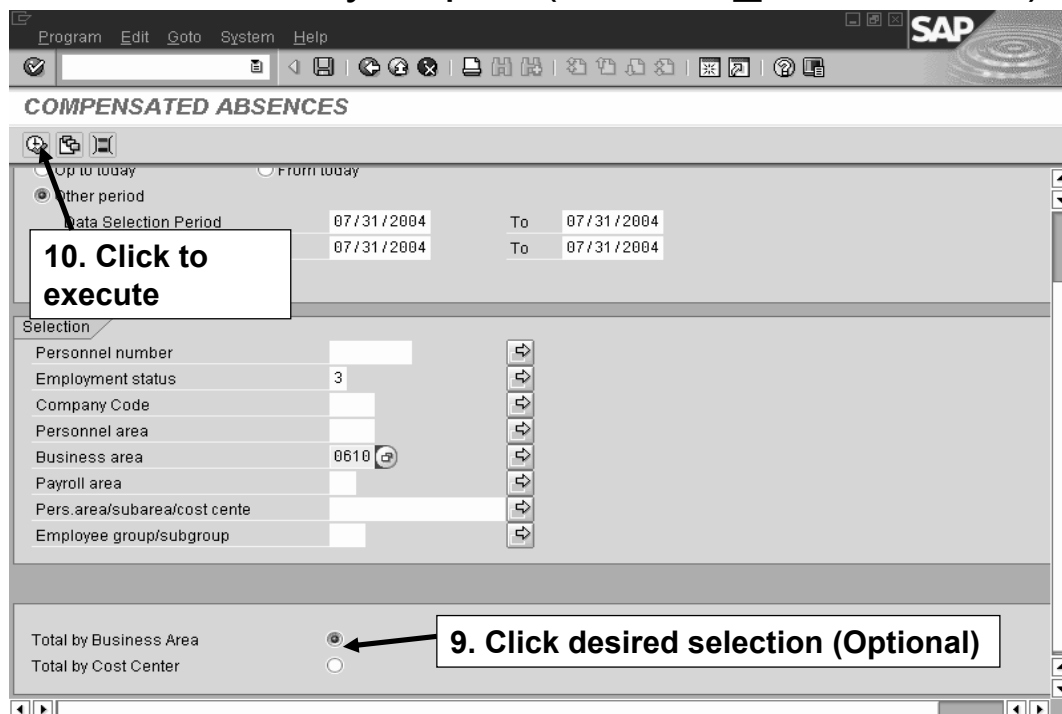
AASIS Support Center, Diane Hill
09/16/04 Revised to V3

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Leave Liability Report (ZCOMP_ABSENCES)

Program Edit Goto System Help

COMPENSATED ABSENCES

	Up to today	From today
	Other period	
Data Selection Period	07/31/2004	To	07/31/2004
	07/31/2004	To	07/31/2004

10. Click to execute

Selection

Personnel number		➡
Employment status	3	➡
Company Code		➡
Personnel area		➡
Business area	0610	➡
Payroll area		➡
Pers.area/subarea/cost cente		➡
Employee group/subgroup		➡

Total by Business Area   ⦿   **9. Click desired selection (Optional)**
Total by Cost Center   ○

The report will total by each Business Area requested and a Total for All Business Areas requested or by each Cost Center in the Business Area, total the Business Area, and total All Business Areas.

Leave Liability Report (ZCOMP_ABSENCES)

COMPENSATED ABSENCES

PROGRAM: ZPYUSR0013
TIME: 15:51:50 CLI

DISPLAY PURPOSES ONLY

Emp NUMB	SSN	Employee Name	Cost Center	Hourly Rate	Annual Hours
00000001	212-56-3654	SMITH FRED	383201	7.83	0.00
00000003	012-65-9857	ZIEMSKI WANDA	383201	7.83	0.00
00000004	126-60-5871	SMITH ROBIN	383225	10.36	0.00
00000005	012-69-7792	YOUNG WANDA	383250	14.72	88.00
00000006	126-60-6870	MOULDER LOIS	383210	17.77	8.00
00000007	012-73-5727	WYATT VICKIE	383250	14.72	0.00
00000008	126-60-5912	SKINNER ROBERT	383225	13.32	0.00
00000012	012-92-5402	WILKERSON TERRI	383201	12.97	0.00
00000013	112-66-0787	HENDRIX HARRIET	383230	8.04	0.00
00000014	126-60-6910	AKER LLOYD	383210	15.00	40.00
00000015	012-96-3337	WHITAKER TERESA	383201	12.97	0.00
00000016	112-66-0791	HENDERSON GWIN	383230	8.04	0.00
00000017	126-60-5951	SIMS RICKY	383225	13.32	0.00
00000018	013-19-0947	WAINWRIGHT SUSAN	383201	11.43	0.00
00000019	112-66-0795	HAYS GORDON	383230	8.04	0.00
00000020	013-22-8882	VOLLMAN SUSAN	383201	0.00	0.00
00000021	013-26-6817	VINSON SUSAN	383201	12.19	0.00
00000022	112-66-0799	HAYES GLENDA	383230	9.72	0.00
00000023	126-60-6950	MORAN LISA	383210	12.97	58.00
00000024	013-30-4752	VENABLE SHIRLEY	383201	12.97	0.00
00000025	013-34-2687	TYLER SCOTT	383201	13.83	0.00

Grand totals will be listed at the bottom of the report.

Leave Liability Report (ZCOMP_ABSENCES)

COMPENSATED ABSENCES

DISPLAY PURPOSES ONLY

COMPENSATED ABSE
REPORT PERIOD 07/31/2004 - 07/31/2004

Holiday Hours	Birthday Hours	Total Hours	COMP Hours	TOTAL LV LIABILITY	TOTAL COMP LIABILITY	EMPLYR FICA LIABILITY	RETR PLAN	RETR PERCENT
0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	R101	11.00
0.00	8.00	96.00	0.00	1,413.12	0.00	108.10		0.00
0.00	0.00	8.00	0.00	142.16	0.00	10.88		0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	R101	11.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
0.00	0.00	40.00	0.00	600.00	0.00	45.90		0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	R101	11.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
8.00	8.00	74.00	9.00	959.78	116.73	82.35		0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00

Leave Liability Report (ZCOMP_ABSENCES)

DATE: 10/12/2004
PAGE: 1

COMP Hours	TOTAL LV LIABILITY	TOTAL COMP LIABILITY	EMPLYR FICA LIABILITY	RETR PLAN	RETR PERCENT	RETR LIABILITY	TOTAL LIABILITY
0.00	0.00	0.00	0.00		0.00	0.00	0.00
0.00	0.00	0.00	0.00		0.00	0.00	0.00
0.00	0.00	0.00	0.00	R101	11.00	0.00	0.00
0.00	1,413.12	0.00	108.10		0.00	0.00	1,521.22
0.00	142.16	0.00	10.88		0.00	0.00	153.04
0.00	0.00	0.00	0.00		0.00	0.00	0.00
0.00	0.00	0.00	0.00	R101	11.00	0.00	0.00
0.00	0.00	0.00	0.00		0.00	0.00	0.00
0.00	0.00	0.00	0.00		0.00	0.00	0.00
0.00	600.00	0.00	45.90		0.00	0.00	645.90
0.00	0.00	0.00	0.00		0.00	0.00	0.00
0.00	0.00	0.00	0.00		0.00	0.00	0.00
0.00	0.00	0.00	0.00	R101	11.00	0.00	0.00
0.00	0.00	0.00	0.00		0.00	0.00	0.00
0.00	0.00	0.00	0.00		0.00	0.00	0.00
0.00	0.00	0.00	0.00		0.00	0.00	0.00
0.00	0.00	0.00	0.00		0.00	0.00	0.00
0.00	0.00	0.00	0.00		0.00	0.00	0.00
9.00	959.78	116.73	82.35		0.00	0.00	1,158.86
0.00	0.00	0.00	0.00		0.00	0.00	0.00
0.00	0.00	0.00	0.00		0.00	0.00	0.00

AASIS Support Center, Diane Hill
09/16/04 Revised to V3

12-75

Demonstration

Catastrophic Leave Report (ZCAT)

12-76

The Central Time Management role has accessed to this report. You should run this report periodically to verify your Catastrophic Leave hours.

ZCAT - Catastrophic Leave Report

Menu Edit Favorites Extras System Help

ZCAT

SAP Easy Access AASIS MENU

- Favorites
- ▽ SAP menu
  - ▷ Office
  - ▷ Logistics
  - ▷ Accounting
  - ▷ Human Resources
  - ▷ Information Systems
  - ▷ Special Transactions & Reports (
  - ▷ Tools

1. Type ZCAT in command field; press enter
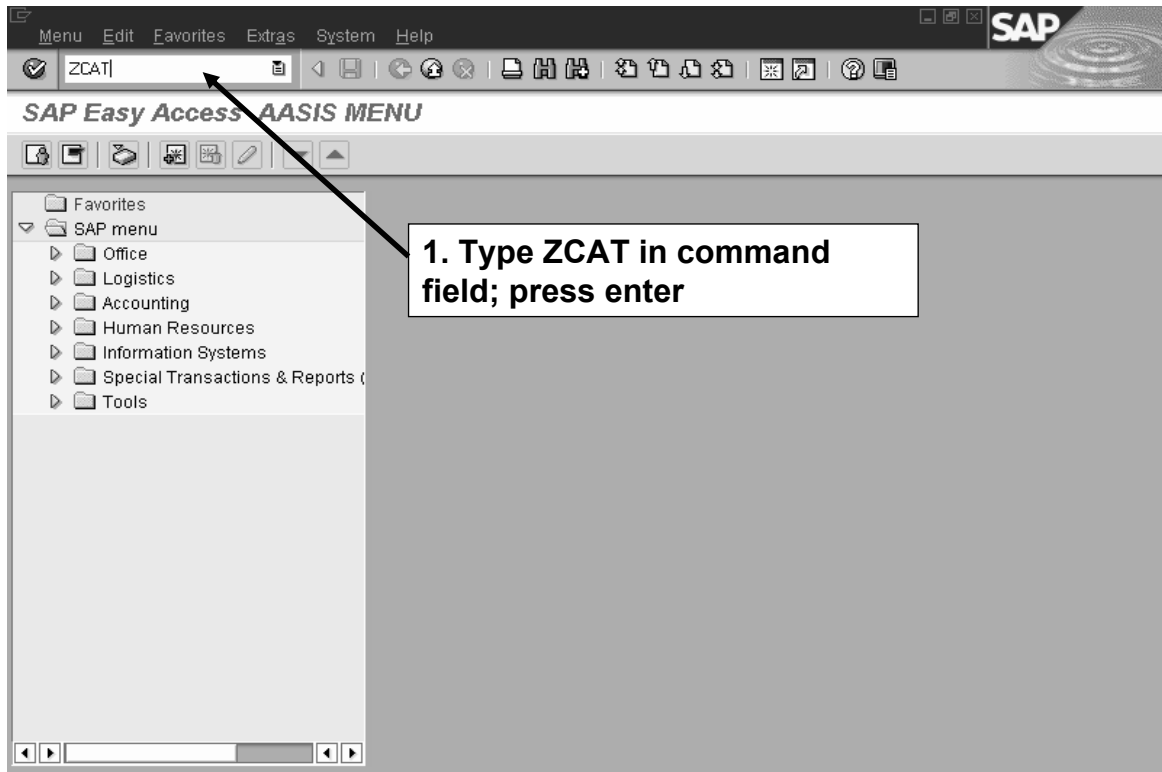
AASIS Support Center, Diane Hill   12-77
   09/16/04, Revised to V3

It is the responsibility of the agency to ensure that the correct number of hours exist in your Catastrophic leave bank at all times. Please verify the number of hours in your agency catastrophic leave bank.

ZCAT - Catastrophic Leave Report

SAP

Program Edit Goto System Help

Catastrophic Leave Report

Program selections

Catastrophic Leave Pool ID | ⊡   to   ⇨

Further processing options

- ⦿ No further processing
- ○ Display as table   ○ Interactive list
- ○ Graphics   ○ Word processing
- ○ ABC analysis   ○ Spreadsheet
- ○ Executive Info System (EIS
- ○ Additional query functions
- ○ File store
- ○ Save with ID

2. Select multiple selection button

AASIS Support Center, Diane Hill   12-78
   09/16/04, Revised to V3

Click the multiple selection button ⬚⇨ to list your Agency pool ID's.

Remember your Agency will have 4 leave pools to maintain so all ID's must be listed to ensure you are viewing the correct number of leave pool hours.

ZCAT - Catastrophic Leave Report
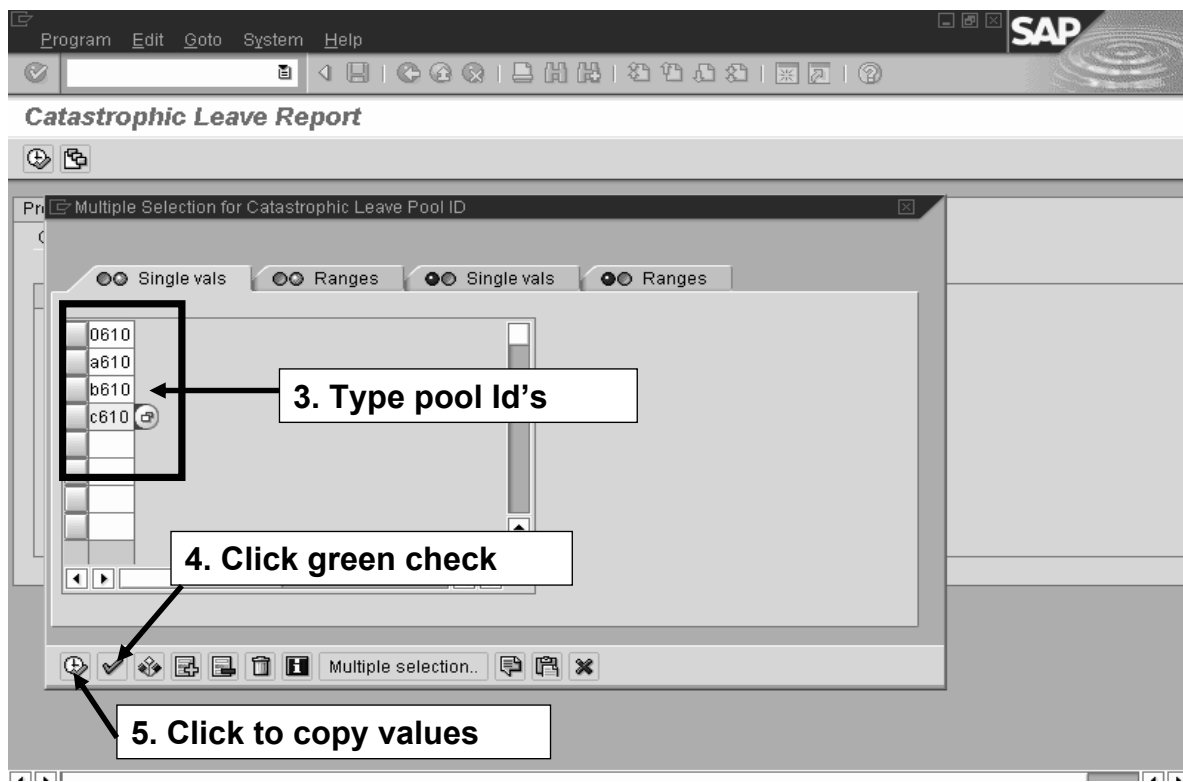
Enter each pool Id's under the 'Single vals' tab.
The pools will be identified as *0(your Business
Area)*; A(*your Business Area*); *B(your Business
Area)*; and C(*your Business Area*).

ZCAT - Catastrophic Leave Report


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  Program  Edit  Goto  System  Help
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```

Catastrophic Leave Report

⊕ ⓕ

6. Click to save as variant

┌─ Program selections ──
│ Catastrophic Leave Pool ID   0610 🔂   to [   ]   ⬓
│
│ ┌─ Further processing options ──────────────────────────────
│ │ ⦿ No further processing
│ │ ○ Display as table   ○ Interactive list
│ │ ○ Graphics   ○ Word processing
│ │ ○ ABC analysis   ○ Spreadsheet
│ │ ○ Executive Info System (EIS
│ │ ○ Additional query functions   [   ]
│ │ ○ File store   [   ]
│ │ ○ Save with ID   [   ]
│ └───

AASIS Support Center, Diane Hill   12-80
  09/16/04, Revised to V3

It is recommended that you save this as a variant so it could be recalled each time eliminating repetitive data entry.

ZCAT - Catastrophic Leave Report

In the screenshot:

ABAP: Save as Variant

Selection variables | Screen assignment

Variant name	Diane's pools
Meaning	DFA Cat Leave Pools
Created for selection screens	1000

- Only for background processing ☐
- Protect variant ☑
- Only display in catalog ☐
- System variant (automatic transport) ☐

7. Enter variant name

8. Type variant description

9. Click to protect variant

Field attributes

- Required field
- Switch GPA off
- Save field without values
- Selection variable
- Hide field 'BIS'
- Hide field
- Protect field

Field name	Type	P	I	N	L	P	L	0

Selection screen objects 1000

Catastrophic Leave Pool ID	S	☐	☐	☐	☐	☐		☐
No further processing	P	☐	☐	▪	☐	☐		☐
Display as table	P	☐	☐	▪	☐	☐		☐
Interactive list	P	☐	☐	▪	☐	☐		☐
Graphics	P	☐	☐	▪	☐	☐		

AASIS Support Center, Diane Hill   12-81
09/16/04, Revised to V3

In the Variant name field, name your variant
something that is unique to you. If you have a
variant already created in this transaction,
overwrite it by using the same variant name. In
the Meaning field, enter a description of your
variant. In the 'Protect variant field', click to
enter a check mark. This will ensure that no one
will be allowed to change your variant.

ZCAT - Catastrophic Leave Report

10. Click to save variant

ABAP: Save as Variant

Selection variables | 🖉 Screen ass

Variant name	Diane's pools 🔍
Meaning	DFA Cat Leave Pools
Created for selection screens	1000

Only for background processing	☐
Protect variant	☑
Only display in catalog	☐
System variant (automatic transport)	☐

Field attributes

- Required field
- Switch GPA off
- Save field without values
- Selection variable
- Hide field 'BIS'
- Hide field
- Protect field

| Field name | Type | P | I | N | L | P | L | O |

Selection screen objects 1000

Catastrophic Leave Pool ID	S	☐ ☐ ☐ ☐ ☐	☐
No further processing	P	☐ ☐ ☐ ☐ ☐	☐
Display as table	P	☐ ☐ ☐ ☐ ☐	☐
Interactive list	P	☐ ☐ ☐ ☐ ☐	☐
Graphics	P	☐ ☐ ☐ ☐ ☐	☐

AASIS Support Center, Diane Hill   12-82
   09/16/04, Revised to V3

ZCAT - Catastrophic Leave Report

Message stating your variant was created will be at the bottom of your screen.

ZCAT - Catastrophic Leave Report

Catastrophic Leave Report

Statistic   ALV   Extended   ABC   EIS   Selections

Catastrophic Leave Balance Report		
Pool	Sick Leave Pool Name	Total Hours
0610	Dept of Finance and Admin N1	40,246.43
A610	Dept of Finance and Admin N3	10,044.11
B610	Dept of Finance and Admin 01	40,176.43
C610	Dept of Finance and Admin 03	10,044.11
Total		100,511.08

The total number of hours for each Agency pool
ID's and the grand total of hours will be
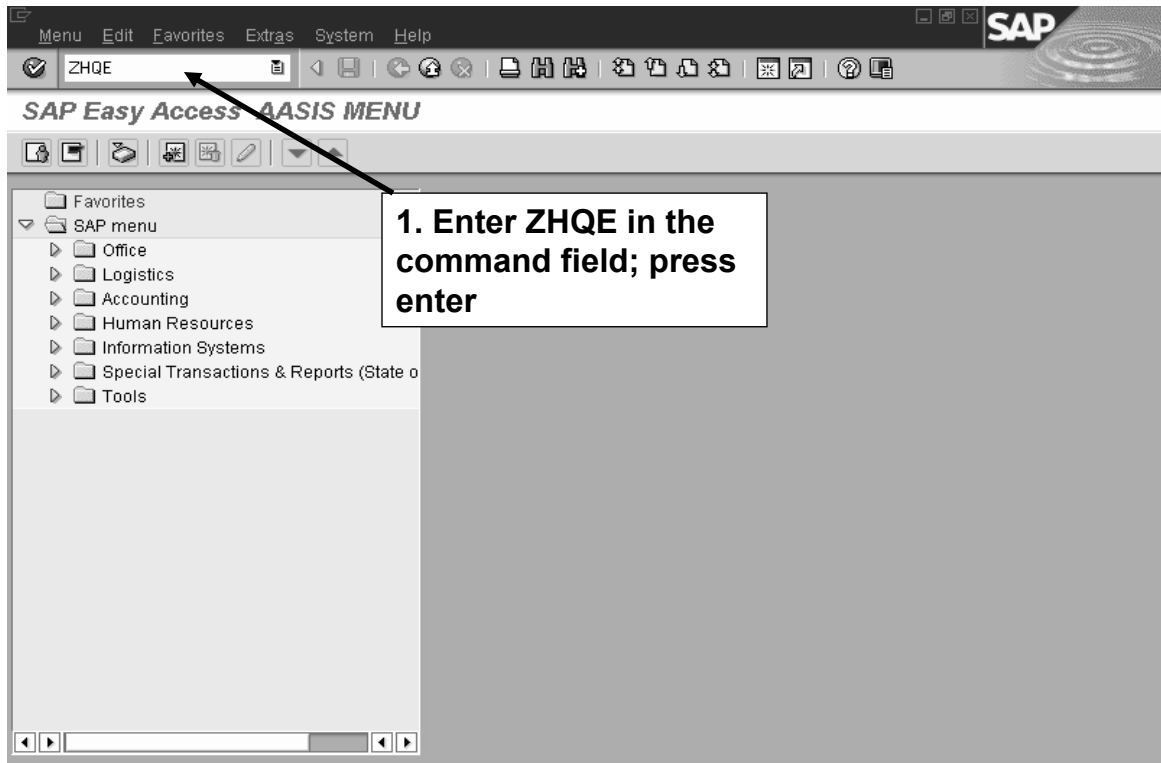displayed.

Demonstration

Holiday Quota Errors Report (ZHQE)

12-85

A Z9 – Public Holiday Breakdown error indicates the employee's quota on PT50 and holiday assignments on PT_BAL00 are out of balance. The Holiday Quota Error (ZHQE) report will identify employees with this error so you can begin the process of correcting. The employee's master data must be analyzed to determine how to resolve the error.

Policy requires that holiday hours banked be used within twelve (12) months; therefore, holiday quota hours must be assigned to individual holidays so the system can evaluate holiday accrual and absences correctly.
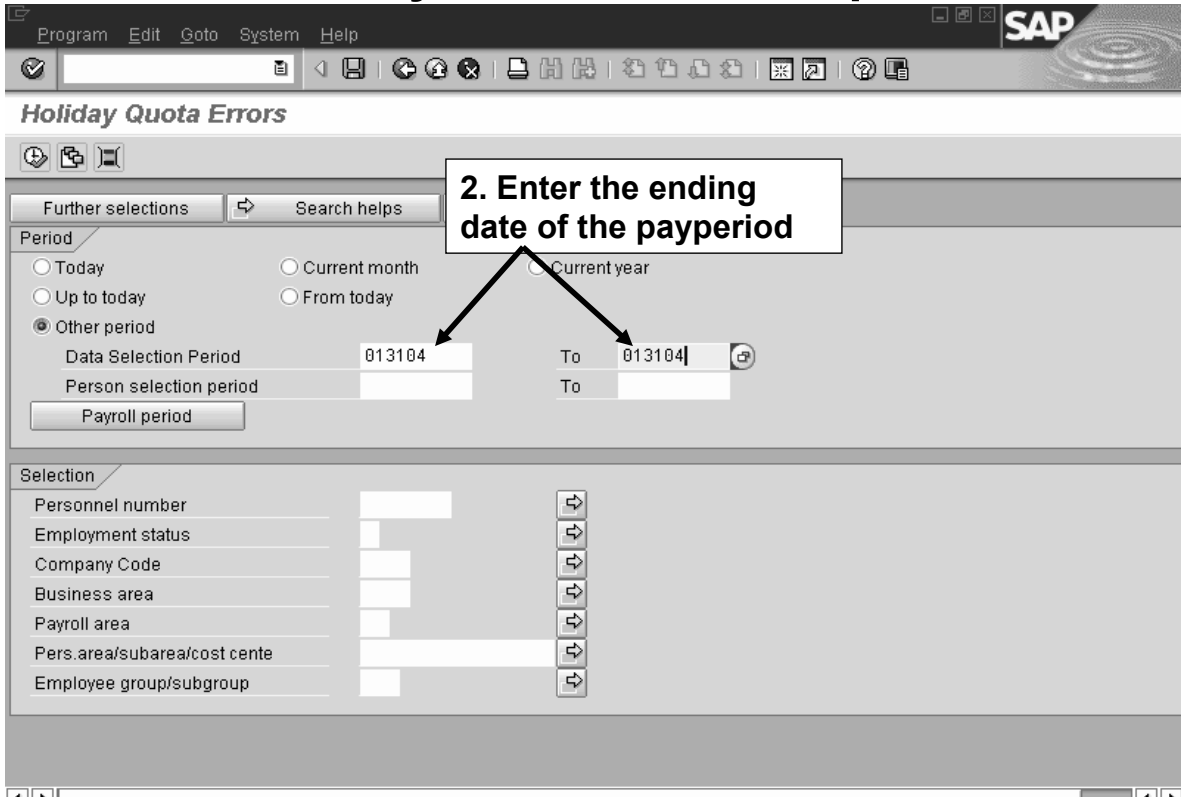
Holiday Quota Errors Report

Holiday Quota Errors Report

Holiday Quota Errors

Program Edit Goto System Help

SAP

Further selections ⇨ Search helps

2. Enter the ending date of the payperiod

Period

○ Today   ○ Current month   ○ Current year
○ Up to today   ○ From today
◉ Other period

   Data Selection Period   013104   To   013104
   Person selection period   To

   Payroll period

Selection

   Personnel number
   Employment status
   Company Code
   Business area
   Payroll area
   Pers.area/subarea/cost cente
   Employee group/subgroup

AASIS Support Center, Diane Hill
    09/16/04 Revised to V3

12-87

A Z9 error is generated on the last day of the payperiod after time evaluation has run. This message will continue to generate until the holiday assignment is corrected. If not corrected, the employee may not bank the holiday and holiday absence type HLDY cannot be entered on the CATS timesheet.
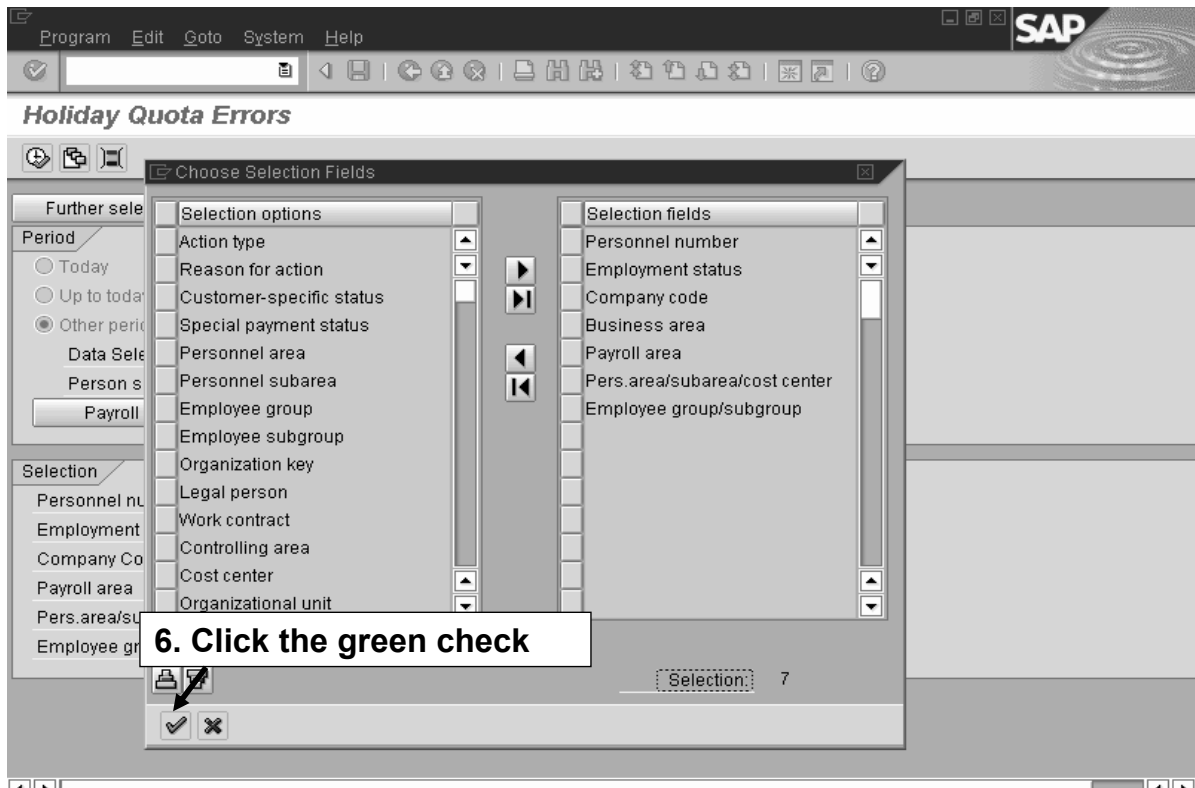
Holiday Quota Errors Report
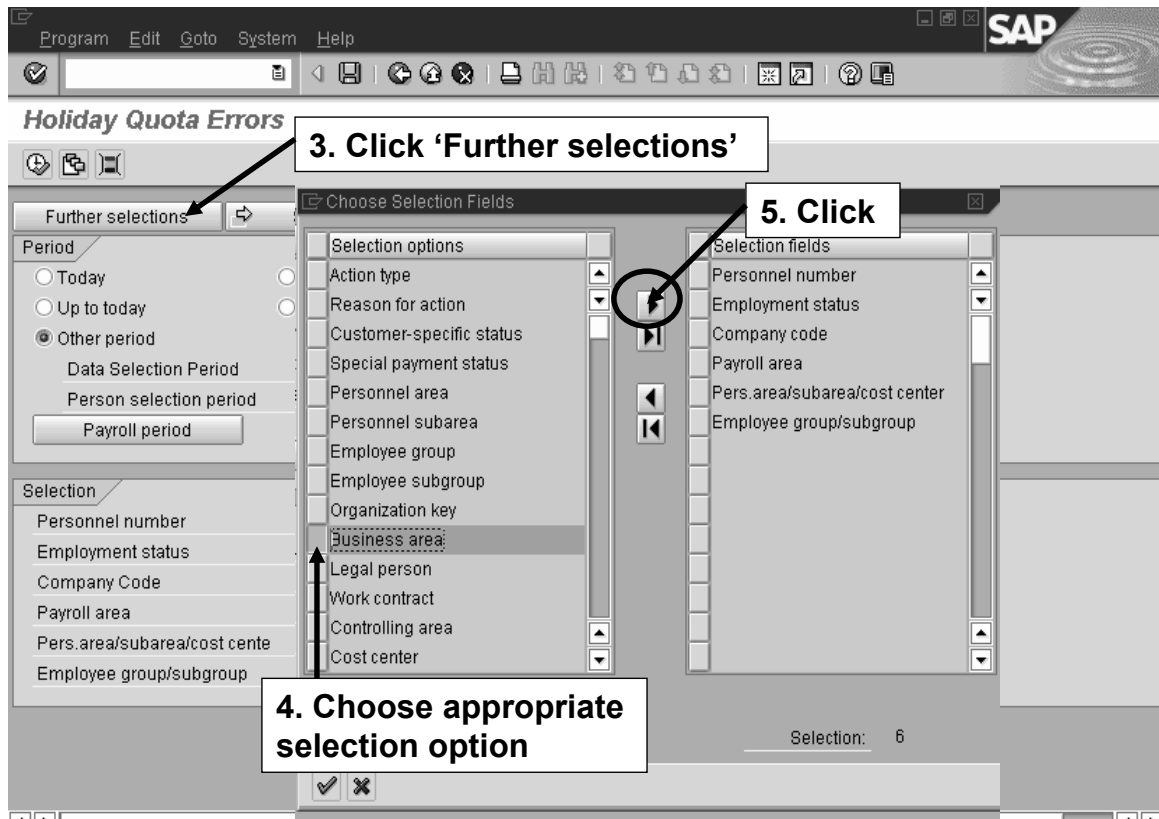
AASIS Support Center, Diane Hill
09/16/04 Revised to V3

12-88

Holiday Quota Errors Report

Holiday Quota Errors

Choose Selection Fields

Selection options		Selection fields
Action type	▶	Personnel number
Reason for action		Employment status
Customer-specific status	▶|	Company code
Special payment status		Business area
Personnel area	◀	Payroll area
Personnel subarea	|◀	Pers.area/subarea/cost center
Employee group		Employee group/subgroup
Employee subgroup		
Organization key		
Legal person		
Work contract		
Controlling area		
Cost center		
Organizational unit		

Further sele

Period
- ○ Today
- ○ Up to toda
- ● Other perio
- Data Sele
- Person s
- Payroll

Selection
- Personnel nu
- Employment
- Company Co
- Payroll area
- Pers.area/su
- Employee gr

6. Click the green check

Selection:　7

Holiday Quota Errors Report

SAP

Program Edit Goto System Help

Holiday Quota Errors

Further selections ➪ Search helps ➪ Sort order

9. Click to execute

- ○ Current month   ○ Current year
- ○ From today
- ● Other period
  - Data Selection Period   01/31/2004   To   01/31/2004
  - Person selection period   To
  - Payroll period

7. Enter '3' for active employees

Selection

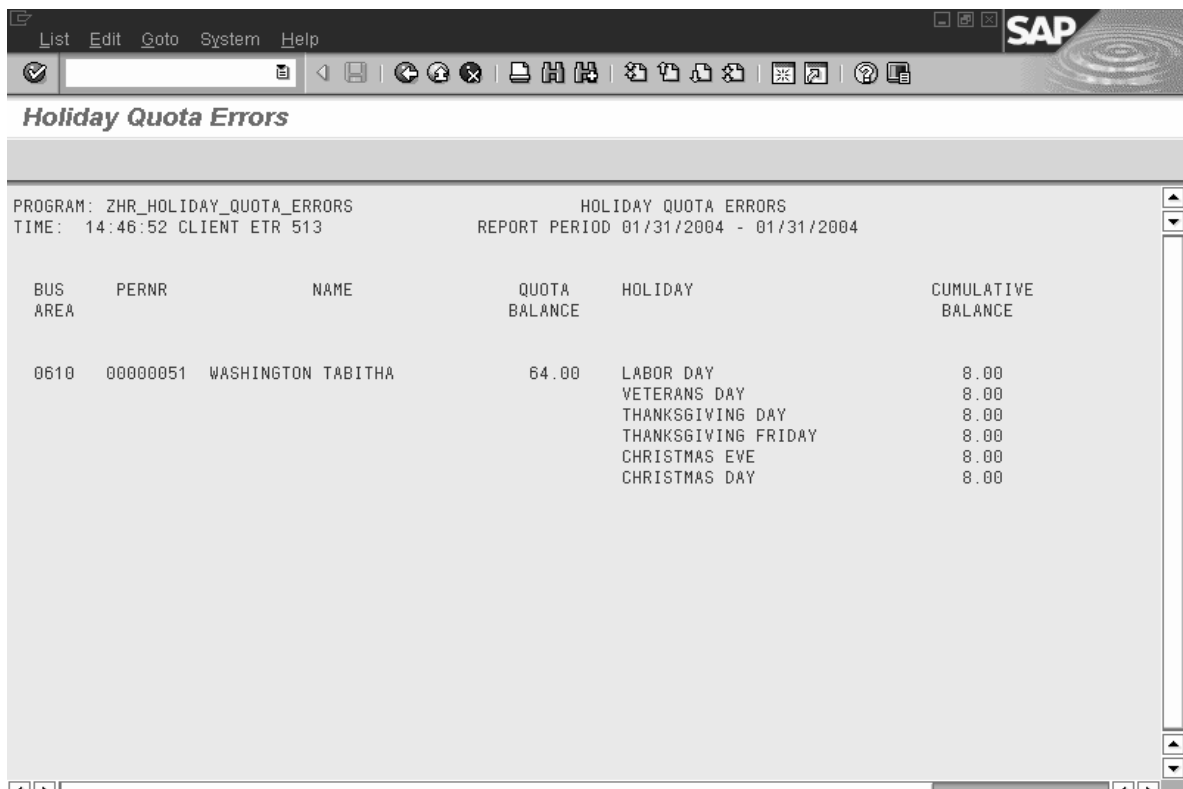|	
Personnel number	
Employment status	3
Company Code	
Personnel area	
Business area	0610
Payroll area	
Pers.area/subarea/cost cente	
Employee group/subgroup	

8. Enter criteria

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Holiday Quota Errors Report

```
                                                              SAP
  List  Edit  Goto  System  Help

Holiday Quota Errors
```

```
PROGRAM: ZHR_HOLIDAY_QUOTA_ERRORS              HOLIDAY QUOTA ERRORS
TIME:   14:46:52 CLIENT ETR 513          REPORT PERIOD 01/31/2004 - 01/31/2004


  BUS     PERNR        NAME              QUOTA     HOLIDAY               CUMULATIVE
  AREA                                   BALANCE                        BALANCE


  0610    00000051  WASHINGTON TABITHA    64.00   LABOR DAY                 8.00
                                                  VETERANS DAY              8.00
                                                  THANKSGIVING DAY          8.00
                                                  THANKSGIVING FRIDAY       8.00
                                                  CHRISTMAS EVE             8.00
                                                  CHRISTMAS DAY             8.00
```

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The Quota Balance is the holiday quota hours the employee has on PT50. The Cumulative Balance displays the individual assignment and total hours associated with each holiday. The number of hours in the holiday quota must be assigned to a specific holiday.

Remember the employee's master data must be analyzed to determine how to resolve the error.

The most common errors are (1) employee who did not accrue the holiday and the quota and the holiday assignment are not the same and (2) employee who accrued the holiday but the quota and the holiday assignment are not the same.